

## SALAMA FIKIRA GROUP LIMITED

### Communication on Progress

2014

**Prepared by:** Jannette Kibogy, Senior HSSE Officer

**Mauritius:** Level 3 Alexander House 35 Cybercity Ebene Republic of Mauritius

**Kenya:** PO Box 15544 Langata 00509 Nairobi Kenya Operations: +254 719 550 811 Office: +254 20 260 3670 | +254 20 889 0250  
Email: [enquiries@salamafikira.com](mailto:enquiries@salamafikira.com)

[www.salamafikira.com](http://www.salamafikira.com)





## Contents

INTRODUCTION.....	4
1. HUMAN RIGHTS PRINCIPLES.....	5
1.1 Assessment, Policy and Goals .....	5
1.2 Implementation .....	5
1.3 Measurement of outcomes.....	5
2 LABOUR PRINCIPLES.....	6
2.1 Assessment, Policy and Goals .....	6
2.2 Implementation .....	6
2.3 Measurement of outcomes.....	6
3 ENVIRONMENTAL PRINCIPLES .....	7
3.1 Assessment, Policy and Goals .....	7
3.2 Implementation .....	7
3.3 Measurement of outcomes.....	7
4 ANTI-CORRUPTION PRINCIPLES.....	8
4.1 Assessment, Policy and Goals .....	8
4.2 Implementation .....	8
4.3 Measurement of outcomes.....	8



15 May 2014

To our Stakeholders,

**Salama Fikira**

**Communication on Progress on Implementation of the 10 Principles of the UN Global Compact**

I am pleased to confirm that Salama Fikira Group Limited reaffirms its support of the Ten Principles of the United Nations Global Compact in the areas of Human Rights, Labour, Environment and Anti-Corruption.

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 share this information with our stakeholders using our primary channels of communication.

Sincerely,

**Conrad Thorpe OBE**  
CEO  
Salama Fikira



## INTRODUCTION

The Salama Fikira Group's operational objective is the provision of risk management and logistic services across Africa, with particular focus on sub-Saharan Africa. We strive to make the Global Compact Ten Principles part of our business strategies and day-to-day operations.

It is our pleasure to present our Communication on Progress for the period of June 10, 2013 to June 10, 2014. With this document, we aim to make a public disclosure to our stakeholders on the progress Salama Fikira has made over the past year in implementing the ten principles of the UN Global Compact with respect to Human Rights, Labour, Environment and Anti-Corruption, and in supporting broader UN development goals.

## 1. HUMAN RIGHTS PRINCIPLES

Principle 1: Businesses should support and respect the protection of internationally proclaimed human rights; and

Principle 2: make sure that they are not complicit in human rights abuses

### 1.1 Assessment, Policy and Goals

Salama Fikira Group Limited (SFGL) actively supports the Universal Declaration of Human Rights. Our core business is the provision of risk management and logistic services across Africa, and thus we are a signatory to the International Code of Conduct (ICOC) for Private Security Service Providers, an independent industry oversight mechanism. As a signatory company, SFGL publicly affirmed its' responsibility to respect human rights and fulfil humanitarian responsibility towards those affected by our business activities.

SFGL has a detailed code of conduct within the employee handbook which every employee is required to abide by. SFGL is committed to ensuring that every employee is treated fairly and with respect. As part of our ISO 28000 (Security Management System) certification process, SF implemented a new whistle blower policy that was shared among employees and consultants.

### 1.2 Implementation

A group of Salama Fikira employees and consultants undertook Human Rights training as part of the German Flag State Country regulations training in regards to maritime operations.

SFGL has a range of Human Resource policies which reflect our pro-active stance on human rights including Bullying and Anti-Harassment Policy, Compassionate Leave Policy, and Non Discrimination and Equal Opportunity Policy.

SFGL also has a Grievance and Conflict Resolution Policy in place. It is intended as a tool by which an employee or consultant may formally raise a grievance, regarding any condition of their employment and be heard by management of the company. The grievance procedure is a three-stage procedure and allows for timely and effective resolution of the matter.

### 1.3 Measurement of outcomes

SFGL management and HR team actively review any grievances they receive and ensure quick resolution. In the past year, SFGL has not been subject to any investigation or legal cases in regards to Human Right violations.

## 2 LABOUR PRINCIPLES

Principle 3: Businesses should uphold the freedom of association and the effective recognition of the right to collective bargaining;

Principle 4: the elimination of all forms of forced and compulsory labour;

Principle 5: the effective abolition of child labour; and

Principle 6: the elimination of discrimination in respect of employment and occupation:

### 2.1 Assessment, Policy and Goals

SFGL supports the ILO core conventions and complies with local labour regulations including the Occupational Safety and Health Act 2007 (Kenya).

All employees are issued with the company handbook which includes information on standards terms and conditions of employment, company rules, benefits, performance reviews, grievances and disciplinary procedures.

### 2.2 Implementation

SFGL has recently implemented a new local content policy and is committed to creating sustainable employment and economic development opportunities for national citizens and local/national industry. Our training and development policy confirms the company's commitment to development of local content.

SFGL recruitment policy requires all employees be above the legal working age of 18 years, and ensures that no employees discriminated on the basis of race, religion, gender, age and HIV status.

SFGL has dedicated health and safety resource to support operations and employees. Health and safety procedures/risk assessments are in place to ensure a safe and healthy work environment, by identify and mitigating risk on an ongoing basis. SFGL is in the process of obtaining OSHAS 18001 certification by 3Q 2014.

### 2.3 Measurement of outcomes

SFGL records all health and safety incidents and near misses and reports them accordingly, with periodic review by senior management. SFGL conducts team audits and uses client feedback to help identify gaps in policy adherence and ensure continuous improvement on our policies and SOP's.

We are pleased to report that our local content had increased from 40% in 2012 to >70% in 2014.

SFGL has not been subject to any legal cases or statutory notices in regards to violations of labour principles.

### 3 ENVIRONMENTAL PRINCIPLES

Principle 7: Businesses should support a precautionary approach to environmental challenges;  
Principle 8: undertake initiatives to promote greater environmental responsibility; and  
Principle 9: encourage the development and diffusion of environmentally friendly technologies

#### 3.1 Assessment, Policy and Goals

SFGL has environmental guidelines in place that guide our operations and limit the company's impact on the environment. These guidelines include waste management and recycling, protection of water resources, air pollution and land contamination. Given the nature of our operations, we assess our direct environmental impact as relatively small and we comply with environmental requirements implemented by our clients while working within their operational control.

#### 3.2 Implementation

SFGL encourages behaviour that promotes environmental stewardship, and helps reduce energy consumption at the workplace.

Examples include:-

- Turning off lights, air conditioning and computer equipment upon leaving the office
- Shutting windows when using air conditioning
- Double sided printing
- Reusable kitchenware
- Proper disposal of batteries

SFGL has plans to attain the ISO 14000 (Environmental management system) certification, so as to fully comply with the international law, regulation other environmentally oriented requirements.

#### 3.3 Measurement of outcomes

Dynamic Risk Assessments are undertaken on each task and may capture environmental risks if present.

SFGL has not had any environmental incident and has not been subject to statutory notices.

## 4 ANTI-CORRUPTION PRINCIPLES

Principle 10: Businesses should work against corruption in all its forms, including extortion and bribery.

### 4.1 Assessment, Policy and Goals

SFGL has an Anti-Bribery and Corruption (ABC) policy which seeks to identify Bribery and Corruption risks that the company may be exposed to during its routine operations as well as control measures that have been put in place. A key aspect of the implementation of this policy is the education and leadership of our personnel on the importance of compliance with ABC legislation. SFGL undertakes periodic training of its personnel on what constitutes an illegal act and provides them with the tools and support to avoid taking part in any illegal activities.

SFGL reviews its policies on an annual basis to ensure compliance.

### 4.2 Implementation

SFGL has developed an in-house training and is implementing a programme to train the Team Leaders on Anti-Corruption. SFGL aims to roll out the training course to 100% of the company's consultants in the next twelve months.

SFGL records the training undertaken with regard to the ABC Programme. Training is undertaken through a range of formats including formal briefings, semi-formal meetings (Lunch and Learn), and briefing or policy documents. Training targets are monitored.

In addition to that, the company has a CARP (Corrective Action Report Process) which collects near miss and non-conformities from across the company including bribery and corruption. Where illegal acts are reported the appropriate policy is reviewed.

### 4.3 Measurement of outcomes

SFGL considers the success of our ABC programme through both general awareness among the personnel and through the results of the programme.

SFGL records reports of illegal acts, suspected illegal acts and near misses. These aspects are recorded through Salama Fikira's CARP process; alerts are made through individual reports, whistle-blower report and formal allegations and formal actions. Dynamic Risk Assessments are undertaken on each task, which monitor Bribery and Corruption risks and impacts. Success is monitored in accordance with Key Performance Indicators outlined in the ABC Policy.