

## COP Diani Flowers & Landscaping Limited

Year 2014

### Statement of continued support of the UN Global Compact

Under the direction of Mr. Urs Ringler, Diani Flowers and Landscaping Limited was founded in 1987 and offers in summary, services in the following sectors: Landscaping, Agriculture, Horticulture and Floriculture.

Diani Flowers and Landscaping Limited has been a United Nations Global Compact signatory since 2007 and continues to support the UN Global Compact program.

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Brief description of nature of business

Core business

DFL is a company offering Landscaping and Gardening Services

Clients

United Nations Office at Nairobi (UNON)	Landscaping and grounds maintenance service contract since 1992
UNPOS, Nairobi Office	Grounds maintenance
UNEP Nairobi	Indoor plants maintenance
Boma Hotel	Landscaping, Design, Construction of Fountains, Grounds Maintenance contract
International School of Kenya	Landscaping, Design, Construction of Fitness track
Swiss Embassy, Nairobi	Grounds maintenance
UNICEF Nairobi	Indoor plants maintenance and supply of fresh flower arrangements

Products

DFL offers a wide range of products from the UNON Nature Trail. These products are processed and sold at the UNON Commissary and the Nature Trail shop.

Stocked products include:

- Charcoal
- Firewood
- Compost
- Tree seeds
- Tree seedlings
- Wood chippings
- Honey
- Green tea leaves
- Coffee
- Toothpicks
- Flower seeds

Various trees and flowers are propagated at our in-house nursery. Herbs and fruit are also grown on the UN grounds and maintained by the company.

Charcoal, firewood and wood chippings are produced as a result of recycling waste material from pruning; no tree is felled for the purpose of making these products. DFL has designed and built composting units for the production of compost manure and mulches. These are then used in landscaping and also sold at the Nature Trail shop.

Our 42 beehives located on the UN compound produce natural honey, which is collected, packaged in its natural form. The beehives and production are placed at a safe distance from UNON staff members and contractors at the complex.

Toothpicks are made from *Acacia sieberiana* tree thorns originating from the Nature Trail.

No trees are felled for the production at any stage.

In this COP, we will report on four areas of the 9 Global Compact Principles, i.e. Environment, Anti-corruption, Labour and Human rights.

## Environment

DFL does not utilize chemical remedies in disease and pest control anywhere on the UN compound.

DFL tries to educate other clients and proposes organic and other recognised environmentally friendly ways to control pests and diseases.

DFL does not use chemical fertilizers anywhere on the UN compound

DFL educates other clients on the damage caused during and after application of chemical fertilizers onto the ground

DFL conserves water by treating and reusing gray water for irrigation

DFL minimises where possible negative impacts on the environment in the process of constructing new landscapes

DFL has taken all necessary measures to ensure that the company does not enjoy benefits from forced and child labour

DFL ensure that workers enjoy basic freedoms i.e. regular work hours; regular wages; compensated overtime and annual leave; maternity, paternity and compassionate leaves.

DFL ensures that employees are provided with protective equipment and training during the course of their duties

DFL employees are provided with an allowance for transport, to alleviate stress on their wages

DFL provides direct and indirect employment to several communities in and around Nairobi by sourcing materials right from the source.

DFL works hand in hand with all government agencies to ensure that corruption in all its forms is eradicated. From the advertising, to the

hiring stages of recruitment, all candidates are given a fair chance, regardless of ethnic background, gender or religious beliefs.

DFL motivates employees to perform better, in the form of financial aid to employees struggling with domestic issues, bonuses for well performing staff and sponsorship of the staff mixed gender football team.

### Commitment

Diani Flowers & Landscaping Limited is committed to support and respect the protection of internationally proclaimed human rights and ensures that its policies are not complicit in human rights abuse.

### Our processes and systems

DFL ensures that its products are of high quality and are prepared using the highest degree of hygiene and care to safe guard against threatening the life, health and safety of the users. Products are well-packaged, clearly labelled, Indicating ingredients and nutritional value, barcode, and expiry dates to ensure awareness to the consumers.

DFL does market research, to ensure an enhanced consistency of production thus making sure that there is a consistent availability of products for customers while at the same time making sure that there are fewer expiries on the shelf.

DFL provides a catering allowance to enable employees to off set strain on their wages while allowing them to purchase meals on workdays.

DFL requires that the caterers handle food with the outmost hygiene in preparation and handling of the food and provide a balanced meal.

DFL offers internship to university students undertaking degree courses in Ornamental Science and Landscaping

Measurement of outcomes and value addition to our company

Maintaining a constant supply of our products and timely service we have gained many customers translating into steady financial growth.

DFL employees continue to be happy with the cash arrangements for meals being provided by the new catering arrangements.

DFL employees took part in the "2014 mixed gender UNRC 7-a-side" soccer tournament, and enjoyed a fun and informal weekend.

Improvements planned for next year

Our vision is to streamline production as well increase the range products for sell at the Nature Trail shop. These products include but are not exclusive to:

1. Bee wax candles
2. Honey in combs
3. Crystallised honey
4. Potpourri
5. Bamboo mat
6. Papyrus paper sheets
7. Dry flowers
8. Laminated tablemats
9. Additional types of seeds for; shrubs, flowers and bulbs.
10. Wooden cutting boards
11. Wooden plates
12. Brooms
13. Banana leaf art to be more diverse
14. Liquid organic manure production

Our labour rights principles:

1. Business should uphold the freedom of association and effective recognition on the right to collective bargaining
2. Business should support the elimination of all forms of forced and compulsory labour
3. Business should support the effective abolition of child labour
4. Business should support the elimination of discrimination in respect to employment

## UN GLOBAL COMPACT PRINCIPLES COVERED AND COMMITMENT

Diani Flowers & Landscaping Ltd is committed to observe the UN Global Compact labour principles by elimination of forced and compulsory labour, abolition of child labour and ensuring that workers enjoy basic freedoms i.e. working hours, fair wages, leave matters, health and safety in the working place etc. One of our key elements of Corporate Social Responsibility is to address our employees' workplace issues, as they are our number one stakeholders.

Mandatory requirement, for employees to have National Identity Cards before employment.

United Nations "Guaranteed Fair Employment Package" policy.

Complied with the Kenya Conditions of Employment Act i.e. NSSF registration for all staff and casuals (as a retirement benefit), NHIF registration as a social medical insurance cover and PAYE tax payable to the Income Tax Department.

Provision of a guaranteed net salary inclusive of housing allowance and transport allowance.

Enrolled employees in a medical insurance scheme for outpatient and inpatient cover.

Provision of cash for a substantive and nutritious lunch. The Company provides as well tea in the morning.

Provision of proper equipment/protective gear to ensure the safety of employees. E.g. Canvas shoes, gumboots, overalls etc.

Provision of 21 days Annual Leave. Compassionate Leave should on occasion arise.

Provision of four months paid Maternity Leave, exclusive of annual leave entitlements.

Provision of Leave Travelling Allowance to employees when taking Annual Leave.

Usual 8 hours working day. Overtime is paid for separately.

The Management maintains an open door policy thus all employees are encouraged to participate in decision-making.

Policy on maintenance of highest standard of staff discipline. Discipline handling procedures are strictly in accordance with the Legislation Subsidiary Agreement and prevailing labour laws.

DFL issues all employees with fair and transparent employment contracts in a language understood by the workers before they start working.

#### LABOUR RIGHTS CURRENTLY IN PLACE

DFL gives one-month notice to employees to remind them of the expiration of their

Contracts.

Equal employment opportunities on the basis of qualifications regardless of sex, colour, marital status, religion etc.

DFL engages in staff welfare by recognising outstanding performance and sponsoring employees in training. One of our gardeners was sponsored for pool attending and life saving courses

Employees were provided with equipment/protective gear to ensure their safety while working. E.g. Canvas shoes, gumboots, overalls etc.

We submitted the stipulated legal fees of all employees and casual labourers to the National Social Security Fund (NSSF), NHIF and PAYE.



DFL Provided the required four months paid maternity leave to one employee on maternity leave.

DFL maintains harmony among its workers by issuing them with fair, transparent and understood employment contracts before they start working. This ensures that our employees are motivated and leads to greater productivity.

Due to the open door policy, employees are able to express their grievances and the Management solves them amicably.

The “Company Guide” serves as the employee manual that gives details about our company, employees’ role, career prospects, benefit entitlements and rules & regulation. This guide gives employees understanding of their job.

Through our medical scheme workers who have been officially recognised as suffering from HIV/AIDS, access and receive ARV’s as well as their immediate family members thus increasing their productivity.

The “Guaranteed Fair Employment Package” salary policy has helped to improve the working conditions of employees and has created a healthier and happier work force as well as increased the effectiveness and efficiency of the day to day running of the company.

Provision of cash for a substantive and nutritious lunch as well as tea in the morning has greatly improved productivity.

DFL does not coerce its employees to forced or unpaid overtime and thus employees are always willing to work for extra hours and hence earn extra money.

Due to the mandatory requirement of National Identity Cards, we have ensured that no minors are working at DFL and thus child labour is abolished.

Environment current

We have implemented and continue to extend the use of rainwater collected at the NEW OFFICE FACILITY AT UNON site.

Reuse of plant potting bags has led to a reduction to pollution of the environment.

#### Activities planned for next year

- Continued use of the very successful composting units, to produce organic compost manure for use at work sites and for sell at the Nature Trail shop
- Collection of dry branches from trees for use in the production of charcoal, firewood and fire sticks for sell at the Nature trail shop. This procedure also ensures that there are less falling branches during the rainy season.
- Cropping of select trees and shrubs to restore and promote sturdy growth.
- Anti corruption UN Global Compact principle is covered
- Our business will work against corruption in all its forms, including extortion and bribery.

#### Commitment

Diani Flowers & Landscaping Limited is committed to engaging in transparent and fair business practices that do not distort the business environment. It is DFL's policy to promote a corruption free business environment.

The managing Director has openly declared that the company will not engage in corruption at any time and in any form.

DFL promotes and encourages employees to report suspicion of corruption related cases and practices

DFL discourages employees from accepting corporate gifts

DFL ensures transparency in procurement procedures

DFL requires all potential employees to have a valid Police Certificate of Good Conduct.

DFL pays all business legal fees and renewal of the same to licenses

DFL has implemented a process of signing contracts with all its clients

DFL discourages misuse of entrusted power for personal gain

The biometric signing in system ensures the reduction of false attendance / ghost workers

Anti corruption activities planned for next year

- Continued use of the supplies manual, which lists prices from all our suppliers against the commodity supplied. This is aimed at reducing the cost of purchases
- Continued use of the advanced digital payroll system, through which all transactions are stored and can be traced for auditing purposes.

How do you intend to make this COP available to your stakeholders?

- We intend to include this COP in our Annual Report.

Donations, awards

Donations

- We support the community in various activities among them are:
- Providing trees for tree-planting exercises in schools namely Peponi School, German school, Nairobi City council.
- We provide special prices and Gift vouchers for raffles and tambalas

