

A REPORT BY PROF MUSILI WAMBUA & CO. ADVOCATES TO THE UNITED NATIONS ON THE TEN PRINCIPLES OF THE UN GLOBAL COMPACT, HOW THEY HAVE BEEN FULFILLED AND THEIR IMPLEMENTATION MEASURES PUT IN PLACE BY THE COMPANY

Prof Musili Wambua & Co. Advocates acknowledges the role it plays in the corporate sustainability. We have values and principles laid down and we take a principled approach in all our undertakings. For this reason, we honor and fulfill human rights under the Kenyan Constitution and all the regional and international laws incorporated in the Republic of Kenya. Particularly, **Prof Musili Wambua & Co. Advocates** operates in ways that meet the fundamental responsibilities in the areas of human rights, labour, environment and anti-corruption. As a step towards the aforementioned, our company incorporates the Global Compact principles into strategies, policies and procedures, and establishes a culture of integrity. Here is a summary of some of the measures taken in our company.

1. Human Rights

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

At Prof Musili Wambua & Co. Advocates, we acknowledge all the human rights under national and international laws, treaties, conventions and any other legal instruments. We uphold all human rights such as the right to be free from discrimination. Our employment strategy is based on merits and not the sex, sexual orientation, race or ethnic origin, nationality, national or social origin, gender, language, disability, age, religion or belief, property, marital and family status or political or other opinion of the applicant. Every employee in our company is granted their freedom of expression and given the right to be heard on any issues. The right to equal opportunity is given to everyone in the company.

We have a sexual harassment policy to make sure that rights to be free from sexual assault and harassment are protected.

In our code of conduct, there is a clause that requires every employee to respect all human rights. The right to security is fulfilled by putting in measures to that effect.

We respect and uphold national sovereignty and all the Laws of Kenya are obeyed by the company.

Implementation

Prof Musili Wambua & Co. Advocates respects all the written laws, policies and regulations on human rights and does not tolerate violation of any human rights. With regard to equal opportunity and non-discrimination in employment, we have an internal guideline with rules and regulations on how to go about the process, which is vigorous, clean and fair. Our guideline puts into consideration all the provisions under labour acts and does not contravene any national, regional or international laws on the same.

There is a channel for employees to make any complaints about human rights violations towards any of their colleagues. As much as most of our employees are lawyers and advocates, we hold meetings on human rights training with the entire staff, where we educate them all about human rights and other legal rights.

Measurement of outcome

Our company analysis the filed complaints if there are any, to see which human rights are highly violated. This enables us to consequently train our staff on the importance of respecting those human rights and upholding them. In addition, our employees are given questionnaires to answer, which has question framed in a manner that enables us know which rights need to be given more attention in our trainings.

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

Human rights are respected at Prof. Musili Wambua & Co. Advocates and there is no tolerance of violation of human rights. In our code of conduct, employees are warned of actions such as compulsory leave, summary dismissal among others that can be brought against them if they do not respect and uphold human rights whether individually or in conjunction with others.

Implementation

Employees who are reported to have violated human rights are put under the relevant disciplinary process.

Measurement of outcome

The management of our company reviews employee files regularly to see their progress in respecting and upholding human rights. If need be, the company reserves a right to ask for the most recent Certificate of Good Standing from all employees. The certificate is issued by the CID department of the Government of Kenya, which guarantees its authenticity and truthfulness.

2. Labour

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

Our employees are free to associate with each other in the company without any limitation. They also have all the freedom to join collective bargaining associations, labour movements and trade unions of their choice.

Implementation

There are no rules and limitations as to how employees should associate and this is completely left to the individual's preference. Our employee's contract of employment expressly states the rights of the employees to join any collective bargaining association, labour movements and trade unions of their choice.

Measurement of outcome

Employees are encouraged to join labour unions and we train them on the advantages of such movements and unions. The employee files are reviewed to determine their association.

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

Employees at Prof Musili Wambua & Co. Advocates have contracts of employment and they entered into the contract voluntarily. The company undertakes to abolish any kind of forced or compulsory labour.

Implementation

There are voluntarily signed contracts of employment that protect the employee's interests.

Measurement of outcome

Our company ensures that all the employees sign a contract of employment voluntarily.

Principle 5: the effective abolition of child labour

Prof Musili Wambua & Co. Advocates strictly follows laws on the abolition of child labour. The company does not hire people below the age prescribed under the Employment Act of the laws of Kenya. This is strictly adhered to and there is zero tolerance on the same.

Implementation

The employment laws of Kenya and the International Labour Organization's Declaration on Fundamental Principles and Rights at work among all other labour laws are upheld to the latter.

Measurement of outcome

The company ensures that there are no minors employed in the company at any given time.

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

Our company is an equal employer and does not discriminate on anyone because of their sex, sexual orientation, race, ethnic origin, nationality, gender, language, disability, age, religion or belief, property, marital and family status, political opinion and membership, trade union or employer organizations among other grounds, whether directly or indirectly.

Female employees are not discriminated against because of pregnancy and they cannot be fired on those grounds. As a requirement, employees in our company are given paternal and maternal leave as entitled under the Employment Act of Kenya. The inherent dignity of all our employees bestowed by the Constitution of Kenya is respected and protected.

Implementation

Discrimination on grounds of any of the aforementioned is treated with high degrees of seriousness and is not tolerated. If any employee is discriminated against because of pregnancy, the violator is dealt with strictly. We conduct meetings on a fortnight basis where all employees are enlightened on their rights and cautioned on the consequences of violating the rights of others. We encourage our employees to be conscious of the rights of others around them (in the community they live in and interact with) and to report any such violation to the police and other relevant agencies. All labour laws are strictly adhered to as well.

Measurement of outcome

Our company maintains a complaint system which is regularly reviewed to see whether there are any complaints as to discrimination. During staff meetings, employees are asked to air any grievances they have in relation to discrimination in the workplace.

3. Environment

Principle 7: Businesses should support a precautionary approach to environmental challenges

Prof Musili Wambua & Co. Advocates acknowledges that the world is facing serious environmental challenges, and we undertake to contribute our best to eliminate them. Our company encourages avoidance of waste disposal carelessly, pollution free practices, a stop to deforestation and good public health measures among others.

Implementation

We have a proper drainage and sewage system that ensures proper disposal of any wastage. Pollution of air, water and the environment generally is not tolerated in the

company. We have clearly labeled dustbins (for plastic, organic and paper) placed at every office of the company in order to avoid waste disposal by improper means and especially to encourage recycling. Our company discourages use of plastic papers in an effort to eliminate pollution. We also encourage proper use of printing papers including using both sides of the paper in order to avoid wastage which is aimed at contributing towards the reduction of deforestation.

Although we do not use renewable energy at the moment, there are steps underway to put up a solar system in the properties to be acquired by the company in order to support the use of renewable energy. We however undertake to switch off the lights, computers, printers, televisions and other electronic devices every time they are not in use. Additionally, energy saving bulbs and energy guards are in place to reduce the electricity consumption of our company.

Principle 8: undertake initiatives to promote greater environmental responsibility

Our company adheres by this principle through several means of implementation. They include but are not limited to;-

- i) Use of rough papers when printing draft copies to eradicate deforestation.
- ii) Using of energy saving bulbs and guards to reduce electricity consumption
- iii) Switching off the electricity lights every time they are not in use and after work
- iv) Making sure that water taps are not left running to avoid wastage of water
- v) Ensuring that our environment is clean and free from pollution through our environment department
- vi) Our company takes out employees to tree planting initiatives and volunteer to environmental movements and association.
- vii) Our company as training sessions on environmental issues and how to prevent the challenges from cropping up

- viii) Our employees are encouraged to join environmental movements and associations

Principle 9: encourage the development and diffusion of environmentally friendly technologies

Prof Musili Wambua & Co. Advocates encourages the use of environmentally friendly technologies to promote environmental sustainability.

Implementation

Our company uses wireless internet connections (Wi-Fi) instead of the traditional modems because we believe that this initiative reduces the use of metals, which is environmental friendly as it reduces future problems with metal disposal.

As earlier mentioned, our company uses energy saving guards and bulbs and we are keen to have the lighting switched off when not in need.

With time, the company is optimistic that it shall be able to set up renewable energy methods like use of solar.

Measurement of outcomes

The company undertakes an analysis of each month's bills including electricity bill, water bill, paper purchase invoice among others. We also ensure that the dustbins are used on a regular basis by all employees of the company. Our company drainage system is maintained time and again to prevent any pollution of the environment.

4. Anti-Corruption

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

Prof Musili Wambua & Co. Advocates is a corruption free zone. Our company adheres to the UN convention against corruption and all corruption and anti-money laundering laws in the Republic of Kenya. Our company does not take, give or facilitate bribery in any way and we believe in and uphold integrity in all our undertakings.

Implementation

Our company's code of conduct expressly states that taking, giving or facilitation of bribery is illegal in the company and any employee facing such allegations is subjected to a vigorous process that can lead them to losing their job. Our company creates a code of conduct with our clients, which is intolerant to corruption and money laundering deals. We do not take or give bribes in order to get work from clients or to get tenders.

The company maintains professionalism through good practice and reputation, and also abides to competition laws of Kenya. The company avoids conflict of interest while dealing with clients, and if any is present, it fully discloses it to the affected person(s).

Our company adheres to the anti-corruption laws and undertakes to report claims of corruption to the Ethics and Anti-Corruption Commission of Kenya or any other enforcement authority if they arise.

The company's code of conduct expressly prohibits corruption practices as well as any money laundering transactions. Employees are trained on how to avoid the same in all their dealings, especially those relating to the company. The employees are encouraged to report any suspicion of corruption to the company's communications channel for proper action.

Transparency, accountability and responsibility are the major values the company adopts to fulfill this principle.

Measurement of outcome

The company maintains the practice of declaring any conflict of interest to all the stakeholders involved at all times. If any stakeholder is reported to be involved in any form of corruption, they are strictly dealt with and disciplined accordingly.

The complaints system is reviewed on a regular basis to see if there are any allegations on corruptions, which are subsequently dealt with accordingly.