



COMMUNICATION ON PROGRESS

JUNE 2015 - JUNE 2016



UNITED NATIONS

GLOBAL COMPACT





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Period covered by our communication on progress
June 2015 to June 2016.

In April 2012 English Press Limited committed itself to the United Nations Global Compact. This commitment includes supporting the ten principles of the UN Global Compact as well as reporting and communicating annually to its stakeholders on progress made to implement the principles.

English Press Limited (EPL) will continue supporting the United Nations Global Compact's 10 principles. English Press Limited COP 2015-2016 is available on our website:

www.englishpress.com

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STATEMENT OF CONTINUED SUPPORT

English Press Limited continues to support the 10 principles of the UN Global Compact in respect of human rights, labour rights, environmental protection and anti-corruption. As Chief Executive Officer of EPL; I welcome the opportunity to again reaffirm our commitment to advancing the UNGC principles not only through our direct business activities, but also within our sphere of influence. We aim to lead by example in the area of responsible business conduct by raising awareness of the importance of the UNGC principles. Respecting these principles today will ensure a better future for our company and our stakeholders tomorrow.

EPL continues to strive for the highest possible standards in good corporate citizenship and sustainable business practices. As such, integrity and commitment to our stakeholders have been one of our primary focuses over the years. In all of our business dealings, honesty, fairness, equality, and ethical conduct form the cornerstone of how we conduct business.

This Global Compact Progress Report provides a transparent and detailed account of how we have implemented the ten principles of the UN Global Compact and what areas we have made progress in since the last report. It reflects the enthusiasms and the effort of the EPL family to move our business a step further.

This communication progress report covers the period of June 2015 to June 2016

Mr. Kalpan Patel
Chief Executive Officer
English Press Limited





ENGLISH PRESS AT A GLANCE

English Press Limited is your one stop print company, providing customers with high quality products and services including pre-press, printing, finishing, packaging and logistics solutions.

Founded 80 years ago, we have grown to one of be the largest ISO certified offset print house in the continent. Located in Nairobi, and built on a strong foundation of consistent quality and service, our values have enabled us to compete in the regional and international print market.

Our vision: Think of the Best...and Make it Better.

By investing heavily in both our people and our technology, English Press is able to provide a quality of service that we believe to be unmatched in the market.

At EPL, we firmly believe that by applying our skills, expertise and resources to different causes, we can not only make a difference in the world around us, but also catalyze other businesses to follow our lead. It is a goal that we strive for through our business strategy, our values and our every-day activities.



HUMAN RIGHTS



HUMAN RIGHTS

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.

ASSESSMENT, POLICY AND GOALS

EPL actively supports the universal declaration of human rights and recognize our responsibility to uphold human rights issues within our business and within our sphere of influence.

Respect for human rights is an integral part of our corporate culture. We are committed to conducting our business in an ethical and responsible manner that supports and respects the protection of human rights. We treat our employees with dignity, fairness and respect and we are guided by our shared core values.

EPL favors an open and trustful environment between the top management and employees. It is our belief that personal growth and hence growth of our company prospers from an open and trustful environment.

EPL has a comprehensive set of policies and procedures to ensure the protection of human rights, where the protection of rights permeates through a number of employees. We review these policies on a regular basis to ensure that we adequately address issues such as forced and/or compulsory labour, child labour, discrimination and gender equity.

EPL is committed to embedding a strong ethical culture in its businesses

and maintaining good corporate governance structures.

Our Human Resources outlines our appreciation of our responsibility to our employees, and the importance of creating and maintaining a working environment where the basic rights of all employees are recognized. Our human resource procedures continue to be guided by the following principles:

- Non-discrimination between employees or potential employees and equal opportunities for all;
- Recruitment, promotion and development of employees based on each individual's aptitude, abilities and skills;
- Provision of suitable training according to role and responsibilities;
- Employee pay that meets at least national minimum standards;
- Excessive hours not being encouraged;
- Effective communication with our employees;
- Acknowledgement of the right of any employee to join a trade union;
- Non-toleration of victimization, sexual or other harassment and bullying

Our Environment Health and Safety Policy, last reviewed and updated in 2015, identifies the key principles to be adopted to ensure that best practices are in place in EPL and at all times considering the appropriate legislation. We are working towards the development of company health and safety standards which go beyond the

requirements of local legislation.

Our goal is a working culture that is inclusive for all. We are committed to eliminating discrimination and encouraging diversity amongst our workforce. We aim for our employees to be representative of the communities in which we operate and for each of our people to feel respected and able to give their best.



IMPLEMENTATION

We are transparent to the outside world in what we do and how we do it. We motivate our staff to engage in continuous improvement, is embedded in EPL' values, and makes us as a company more reliable and accountable.

- EPL's Values are to be dependable and do the right thing; to be open to different ideas and cultures; and to be connected with our customers, communities, regulators and each other
- In 2015, EPL issued a Statement on Human Rights which sets out our policies and commitments in relation to human rights.
- EPL engages with a wide range of stakeholders including employees, suppliers, customers and contractors on key topics such as human rights, ethics and the company's sustainability strategy.
- Protecting the health and safety of our people and other stakeholders represents an important aspect of our commitment to human rights.



MEASUREMENT OF OUTCOMES

- We have developed internal standards for safety and security systems and have achieved and continue to maintain OHSAS 18001:2007 certification—which relates to occupational health and safety.
- We are concentrating our efforts on standardizing our processes. This involves, among other initiatives, strengthening our monitoring and measuring to promote the early identification of risks.
- Our employee induction program covers workplace health and safety policy and procedures and manual handling. We also invest in a number of health and safety programs for frontline roles and those employees that are exposed to the greatest risk of an incident.
- Our employees are at the heart of our business and their motivation, health and safety is a fundamental element of our strategy.
- Our Incident Reporting System requires that all major injuries, significant near misses/dangerous occurrences, and cases of any occupational disease are reported upwards through the organization.
- In the past year EPL has not been subject to any investigations, legal cases or incidents involving human rights.
- To date no human rights issues were brought to our attention or identified as part of our stakeholder engagement process.
- All human resource policies and procedures are periodically reviewed to ensure that they are up to date and are in line with the Global compact principles.
- The number of lost time accidents has remained at a low rate.
- The periodic medical examinations conducted on 2016 found all examined employee without any occupational diseases and illness.
- We have taken active steps to devote financial ,human and time resources to charitable and humanitarian activities
- We do not do business with any organization why by human rights are in any way compromised.

ACTIONS TO BE IMPLEMENTED IN THE YEAR 2016-2017

- Strengthen our human rights training and awareness programmes.



LABOUR

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 labour and compulsory labour:

Principle 5: The effective abolition of child labour;

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

ASSESSMENT, POLICY AND GOALS

EPL supports both the international and local labour standards; we operate in a manner that is consistent with the core standards of the international labour organization.

We uphold the principle of freedom of association whereby our employees have the right to choose whether they want to belong to a union. EPL recognizes the role of the unions and their representatives and discusses with them openly all issues of interest.

EPL has a workforce of about 500 people, our people are the heart of our growth strategy and we believe that having a good work relationship between the management and employees is important to the company.

All employees have individual contracts stating terms and conditions of service and the notice of leave. Our human resource policies forbid the use of all forms of forced and compulsory labour. Our policies for the selection of sub-contractor and suppliers similarly forbid the use of forced or compulsory labour.

EPL takes a proactive approach towards ensuring our people are treated with courtesy and respect and that the work environment encourages workplace participants to speak up and share opinions, whilst also listening to and respecting each other. Our goal is to eliminate all forms of discrimination.

We continue to celebrate our diverse and inclusive workforce where differences are valued and respected, and which reflects the customers we support and communities we live in. We do this through our Equal Employment Opportunity Policy which promote and celebrate our differences and protect our employees from prejudice does not engage in child labour. All employees have been given the free hand to join unions.



IMPLEMENTATION

- Our Vision “Think of the Best...and Make it Better” and Values our represent the core principles we stand for and believe in as a company. These form part of our Performance Review so that all our employees’ performance is also evaluated in accordance to our values.
- We place a high priority on employee communications and make use of a variety of channels to provide a wide range of company information, news and promote knowledge sharing and best practice exchange.
- We have published eight editions of our newsletter.
- In all areas of the business we invest in the development of our people’s skills.
- Our goal is a working culture that is inclusive for all. We are committed to eliminating discrimination and encouraging diversity amongst our workforce. We aim for our employees to be representative of the community in which we operate and for each of our people to feel respected and able to give their best.
- All EPL employees have the freedom to belong to recognized bargaining UNIONS, in accordance with the Labour Relations Act and the UNGC Principles.
- EPL is confident that human rights in EPL are dealt with in accordance with its policy on human rights and labour.
- Wherever employees are represented by unions or through collective bargaining units, EPL maintains constructive relationships with all of our unions, who are afforded consultative and/or negotiating powers on issues of shared interest.
- Copies of the Basic Conditions of Employment Act are displayed in all work places and Formal grievance procedures are in place through which employees can raise issues.
- The EPL ensures that its employees’ rights are protected by fully complying with all the relevant legislation.



MEASUREMENT OF OUTCOMES

- In the year 2015, EPL has not been subject to any statutory notice related to labour or health and safety.
- No violations on freedom of associations have been reported in the reporting period.

- Support employee and worker organizations and respected collective agreements, completed the successful negotiation of the CBA contract 2016.
- We consult with and, where appropriate, negotiate with employee representative bodies. It is our policy to maintain well-developed communications and consultation with all employee representative bodies and there have been no material disruptions to our operations from labour disputes in the last year.
- The shop stewards are allowed to hold meeting with the employees during work hours and attend union seminars without pay deductions.
- Communication in EPL is characterized by respect and trust and emphasis on our company core values.
- We do not hire children or young workers below 18 years old and no claims of child labour were reported in 2015.
- Communication in EPL is characterized by respect and trust and emphasis on our company core values.
- There is a strong record of good relations with union

ACTIONS TO BE IMPLEMENTED IN THE YEAR 2016

- Reinforce the knowledge of labour standards in English Press.
- EPL will continue to communicate with and educate employees on our policies and procedures that support the elimination of discrimination in the workplace including the Equal Employment Opportunity Policy and Harassment Discrimination and Bullying Policy.
- EPL is committed to continuing to recognize and respect the role unions play in the workplace and have established processes and practices to ensure timely, thorough and genuine consultation occurs in relation to all significant change that impacts on our employees.





ENVIRONMENT

PRINCIPLES

- Principle 7:** Business should support a precautionary approach to environment challenges.
- Principle 8:** Business should undertake initiative to promote greater environmental responsibility.
- Principle 9:** Business should encourage the development and discussion of environmentally friendly technology.

ASSESSMENT, POLICY AND GOALS

EPL is committed to understanding and addressing environmental impacts resulting from our operations and to fostering environmental responsibility among our stakeholders.

We exercise uttermost vigilance in protecting the environment and seek ways to minimize our impact on the environment. We will always meet and possibly exceed regulatory requirements in our environment performances.

Our policy states that “English Press is committed to conducting its business operation in a manner that protects the environment health and safety of its employees, customers, suppliers, contractors and members of the general public. EPL is committed to:

- Driving a culture of continuous environmental improvement with a focus on energy efficiency.

- EPL is keen to ensure that materials procured and used in production do not pose any health risks. To track our Performance in the sourcing, we annually audit our suppliers.
- Understanding and managing our environmental risks with the goal of minimizing or eliminating those risks.
- Ensuring the environment is considered in our investment and strategies, procurement and the products and services we offer.
- Engaging with our customers, employees and shareholder on environmental issues and transparently reporting on our environmental performance.
- Complying with all applicable legal and regulatory requirements

To promote greater environmental responsibility, initiatives have been introduced in respect of energy use, recycling and disposal of waste, transportation and procurement. These are stipulated in our environmental policy.

Each year, we aim to reduce our energy consumption by efficient use and careful planning. In addition, we minimize waste and recycle materials whenever possible. Furthermore, we

make every endeavor to dispose our waste in safe and responsible ways.

Our environmental policy states that we are willing to make investments in order to improve our energy efficiency. If we identify inefficiencies, we will invest in environmentally friendly technologies in order to reduce our energy use and costs.

We continue to acknowledge the importance of EPL supporting a precautionary approach to environmental challenges, undertaking initiatives to promote greater environmental responsibility, and encouraging the development and diffusion of environmentally friendly technologies.

At EPL waste is usually managed locally as part of ISO-14001-certified environmental management systems. To decrease industrial waste, EPL follows the principle “avoid, reuse, and recycle”.

EPL maintains continuous monitoring and control of environment.



IMPLEMENTATION

- We strive to continuously improve our environmental performance, through initiatives and best practices.
- The nature of our business means that in our everyday operations we inevitably use significant amounts of raw materials, energy and chemicals.
- Reducing the volumes used and better managing our overall environmental impact will make our business more sustainable, reduce costs for both ourselves and our customers and ultimately help us to win and retain more customer contracts.
- All vehicles conform to the requirements of low emission zones and we always specify the latest and most efficient engines for new vehicles. In order to maintain tight control on our operations, we own and operate our trucks ourselves.
- We are on track to comply with the Energy act which requires that large enterprises complete regular energy audits.
- Development of best practices in our business by:
 - Waste separation
 - Recycling waste paper and sourcing
 - paper from renewable sources
 - Recycling of our plates
 - Conserving energy
 - Recycling of plastics
 - Recycling paper reel cores
 - Constantly searching for new ways to limit environmental impact.
 - Hazardous waste is segregated and labeled in the waste storage containers (oily rags)



MEASUREMENT OF OUTCOMES

- We conducted our annual noise surveys to ensure that noise emitted doesn't exit exposure levels.
- In our business activity we work for constant reduction of any emission and energy consumption and avoid any release of potentially harmful substance to our environment.



- We monitor, collate and disseminate information relating to our environmental initiatives.
- Promoting sustainable development through ongoing initiatives to reduce waste, increase recycling and reduce of energy consumption.
- EPL has not experienced any reportable incidents during the past year and has not been subject to any statutory notice or persecution.
- Conducted the Energy Audit in July 2015 and submitted the report for approval to the ERC and they approved the energy policy.
- Through the effluent analysis conducted in 2015 there been considerable improvement in the quality of effluent.



- Noise level survey results indicated that the noise levels are generally within occupational exposure limits.
- The environmental audit conclusion by the external independent auditor stated that the environmental performance had not deteriorated for 2015 as confirmed by the waste water analysis, noise and air quality surveys.
- We have actively encouraged environmental best practices throughout our operations.
- We recycled 100% of our waste paper from our operations through our contracted paper waste collector.

ACTIONS TO BE IMPLEMENTED IN THE YEAR 2016

- Reduced energy consumption
- Minimize energy costs
- Raise awareness to employees to reduce energy consumption
- Explore opportunities for renewable, alternate and new energy resources





ANTI-CORRUPTION

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

ASSESSMENT, POLICY AND GOALS

EPL is committed to conducting its business in accordance with high ethical standards and in compliance with all applicable laws. The company's integrated risk management system allows EPL to make risk-conscious decisions.

EPL is convinced that compliant and ethical behavior in all aspects and on all levels is a precondition for a successful and sustainable future. The ethical tone must be set at the top, carry through to the middle, and be transmitted to the entire organization.

EPL's Code of Business Conduct strictly forbids any form of bribery or corruption (irrespective of whether the recipient is a public official or an employee of a private customer). The following list summarizes a selection of relevant cases or allegations that must be reported immediately through the matter management system:

- Bribes, kickbacks, or other incidents of corruption, irrespective of the magnitude of the case.
- Conflict of interest issues (personal or financial) causing damage to an affiliate.

EPL has an anti-corruption policy stating that corruption or bribery is not acceptable in any form or under any circumstances. Hence EPL is committed to ethical and responsible business practices. We are totally committed to compliance with international and local anti-bribery corruption standards, laws and legislation.

EPL promotes transparency and fights corruption, believing that this is a vital way to ensure good governance. All EPL employees are required to act honestly and with integrity, manage all conflicts of interest and report any suspicious activity.

We have put in place clear guidelines and procedures that all employees are required to follow in regards to anticorruption.



IMPLEMENTATION

- EPL complies with all legislation related to ethics, corporate governance and anti-corruption.
- As member of various trade and industry bodies, we work with peers, partners and independent organizations to create transparent and level playing fields.
- Our code of conduct is made available to all employees, to foster an ethical culture based on our core values.
- We do not and will never do business with any organization that deals with corruption, including extortion.
- Strict rules are in place concerning processing of invoices and making payment where different staff is responsible this is to ensure transparency and to rule out any kind of misconduct.
- Compliance with relevant legislation and regulations is monitored by both internal and external auditors.
- To make sure that corruption practices are not developed EPL encourages Employees to report any suspicious activities and we have established confidential reporting channel to the HR office.



MEASUREMENT OF OUTCOMES

- EPL has not been involved in any legal proceeding ,ruling or other events related to corruption or bribery in the year 2015
- EPL's financial reporting is verified by external auditors to ensure transparency and accuracy of accounting practices

ACTIONS TO BE IMPLEMENTED IN THE YEAR 2016

- Training on healthy business practices for senior management
- Updating the code of conduct
- Compliance champions

OVERALL OUTLOOK

English press will continue to develop the initiatives it has launched and to introduce new measures in the coming reporting period and will report annually and publicly on the progress that we are making.

The importance of corporate responsibility continues to be recognized by our board of directors and it has established policies. These policies cover ethics, health and safety, environment, human resources and employees, community and continuity planning for all the markets in which we operate.

We have a comprehensive incident reporting system whereby any known or potential breaches of these policies are reported to senior management and the board of directors. In addition we require that each of our Managers provide biannual confirmations that these policies are communicated throughout EPL and that they are being complied with.

We care about the impact we make on the environment and this concern is aligned to the strategic objectives. This report shows our commitment to communicate our actions with credibility and authenticity, internally and externally, with hope that the reward will be a better world for today and a greater hope for tomorrow



CONTACT US

LET US KNOW WHAT YOU THINK

As a valued stakeholder and report reader, your thoughts and concerns are important to us. We are interested in knowing what you think about our Communication on Progress and our performance overall as a responsible business. If you would like to send us any feedback on these issues, please write to us at : qmr@englishpress.com




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