



EXPRESS TRAVEL

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October 6, 2016

H.E. Ban Ki-moon,
Secretary General, United Nations
New York, NY 10017
USA

Dear Sir,

RE: STATEMENT OF CONTINUED SUPPORT TO UNITED NATIONS GLOBAL COMPACT

We are pleased to confirm that Express Travel Group Ltd reaffirms its support to the Ten Principles of the United Nations Global Compact in the areas of Human Rights, Labor, 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.

Further to this, we also commit to share this information with our stakeholders using our primary channels of communication.

In addition, we support public accountability and transparency and therefore reaffirm our pledge to report on our progress annually, according to the Global Compact COP policy.

Sincerely yours,

Alastair Addison
Chief Executive Officer



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Introduction

EXPRESS TRAVEL GROUP LTD is a privately owned company, and has been an IATA accredited travel agency for the last 60 years and has been providing professional travel management services to a diverse client portfolio.

Express Travel Group has 4 offices in Kenya

➔ **Head Office – Hemingways House**, Karen Office Park, Langata Road

Branch offices at:

- ➔ **Vedic House**, Nairobi CBD, Mama Ngina Street
- ➔ **Jomo Kenyatta International Airport** – International Arrivals
- ➔ **Mombasa Trade Center** (formerly Ambalal House)

At Express Travel Group, we provide a full range of travel management services, hence providing the benefit of a one-stop-shop. Our service configuration includes:

- ➔ Air Travel Reservations for both domestic and international travel
- ➔ Worldwide Hotel Reservation
- ➔ Airport Transfers, Car Rental and Car Leasing Services
- ➔ VIP Meet & Greet at Jomo Kenyatta International Airport
- ➔ Design, planning and implementation of events, meetings, tours, safaris and adventure travel within East Africa
- ➔ Travel insurance
- ➔ Visa Processing & Assistance
- ➔ 24 hour travel and related services support at Jomo Kenyatta International Airport
- ➔ American Express International card replacement services

At Express Travel Group, we offer our clients professional, personalized, and highly competitive travel services. Our capable team comprises of over 100 professionals, many of whom have been with our organization for over 15 years. Our customers can be rest assured, that they will be looked after, by the best talent in our industry, thus maximizing their value for money.

To this end, we understand that the **United Nations Global Compact** is a platform for business and non-business entities to proactively network and engage in areas of human rights, labor, environment, anti-corruption and contributing to UN goals in order to achieve the common objectives of building a sustainable and inclusive global economy.

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

Express Travel Group will not tolerate human rights abuses and will not engage in human rights abuses.

1.2 Implementation

- By incorporating human rights in the company's Human Resource Manual, Express Travel Group is demonstrating that we will not tolerate or abide by human rights violations.
- Further, while dealing with external stakeholders, all Express Travel Group respects human rights.

1.3 Measurement of outcomes

Express Travel Group ensures that all staff and vendors agree to adhere to human rights policies of Kenya

2. LABOUR PRINCIPLE

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

- Express Travel Group will ensure that all employees are treated fairly and with dignity while applying fair labour practices and providing equal opportunity in all aspects of employment.
- Express Travel Group will ensure a safe working environment for all employees.

2.2 **Implementation**

- ➔ Express Travel Group is an equal opportunity employer
- ➔ Express Travel Group's staff undergoes training on labour law and safety at work.
- ➔ Express Travel Group does not discriminate or tolerate discrimination against employees or job applicants on any grounds, including HIV status. While Express Travel Group Ltd recognizes that there are circumstances unique to HIV infection, this policy rests on the principle that HIV infection and AIDS should be treated like any other serious condition or illness that may affect employees. It takes into account the fact that employees with HIV may live full and active lives for a number of years. The Company's commitment to maintaining a safe and healthy work environment for all employees is based on the recognition that HIV is not transmitted by casual contact.

2.3 **Measurement of outcomes**

Express Travel Group ensures that all employees remunerated in accordance with the Kenya Labour Laws and the prevailing and other relevant statutory requirements.

3. **ENVIRONMENT PRINCIPLE**

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**

- ➔ Express Travel Group remains fully conscious that our planet is fragile and that we must do all we can to look after it including recycling, restricting carbon emissions, and minimizing our overall impact.
- ➔ Express Travel Group is committed to protecting the natural resources we use and reducing our environmental footprint with the ultimate goal of having a net-neutral impact on the planet.

3.2 **Implementation**

3.2.1 **Express Travel Group's Go Green Initiative**

The main objective of this noble initiative is to instill a sense of environmental awareness and responsibility among children who are the future beneficiary of a wonderful environment.

Under the programme, Express Travel Group pledges to plant African rare and endangered tree species.

3.2.2 **Express Travel Group's waste management and recycling**

- ➔ Express Travel Group undertakes initiatives to promote greater environmental responsibility amongst all staff by sensitising them on the importance of sustainability.
- ➔ Express Travel Group has embraced sustainable operations in an effort to preserve the environment by proper waste management and recycling processes.
- ➔ We recycle paper, by having a dedicated used paper tray. Recyclable paper is placed next to the printer and staffs are encouraged to recycle these papers. Express Travel Group's staffs are encouraged to use clean papers only when necessary. For all copies of documents that are to be filed recycled papers are used.
- ➔ We also request staff to review documents on soft copy, and only print when necessary
- ➔ Express Travel Group utilizes 100% recycled carrier bags for client's welcome packs.
- ➔ Express Travel Group has contracted Kawangware Street Children and Youth Project for the provision of 100% recyclable carrier bags.
- ➔ We ensure that we switch off unnecessary lights.

3.2.2 **Partnership with various environmental groups**

We have partnered with stakeholders in the local areas that we operate in to help clean up, protect green space and assist in wildlife conservation.

In partnership, with our GDS providers Amadeus, we engaged in a joint initiative to give back to less privileged children. Our inner Champions donated various items to Angel Center in

Nairobi.

We have continued to partner with Wildlife Direct, a Kenyan NGO and US registered organization co-founded in 2004 by Kenyan conservationist Dr. Richard Leakey, who is credited with putting an end to the elephant slaughter in Kenya in the 1980s and delivering an international ban on ivory trade, and Hal Wackman, previous World Bank Country Director in Kenya to conserve wildlife and in particular the endangered African Elephant.

3.3 Measurement of outcomes

Express Travel Group has an environmental committee which conducts quarterly reviews on environmental matters affecting the company.

4. ANTI-CORRUPTION PRINCIPLE

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

4.1 Assessment, policy and goals

Express Travel Group is committed to ethical business practices and exercises 'Zero tolerance to corruption' policy.

Through our global partner – American Express Global Business Travel, our staff have to go through an online Anti-Corruption and Anti-Bribery Course.

We do not attempt to influence any contracts in any way.

4.2 Implementation

- ➔ Express Travel Group shall not violate any applicable anti-bribery/anti-corruption law and agrees to comply with Kenya's anti-bribery policy which promotes 'zero tolerance to corruption' policy.
- ➔ All our staff have to undergo the Anti-Corruption and Anti-Bribery course that American Express Global Business Travel has assigned.
- ➔ Express Travel Group has and must at all times implement adequate procedures designed to prevent it or any associated person from engaging in any activity which would constitute an offence under the applicable laws, or violate any applicable Anti-Bribery Law or Kenya Anti-corruption Policy.

4.3 **Measurement of outcomes**

- All employees have been asked to read and comply with the relevant policies and certify in writing that they understand and will comply.
- Express Travel Group's suppliers are required to sign a 'contractual obligation statement' indicating that they are not induced, either financially or by any other means, by any member of staff of Express Travel Group in the supply of any products and / or services to Express Travel Group.



EXPRESS TRAVEL GROUP AND OUR ENVIRONMENT



Hands Off Our Elephants is a Wildlife Direct initiative to stop the poaching of elephants.
#HandsOffOurElephants

CORPORATE SOCIAL RESPONSIBILITY



Our Travel Manager Rachael Mohamed and our Account Manager Vivian Omollo teamed up with our partners Amadeus for a CSR Activity at the Angels Center for abandoned children.

The event took place on Saturday August 27th, 2016 - where they got to interact and spend time with the adorable children. At the end of the day, we did share with them gifts in the form of clothing, food items, among other things. Amadeus and Express Travel Group are partners in the travel industry and we are at the forefront of providing cutting edge, competitive, and leading innovative solutions to our clientele.