



COMMUNICATION ON PROGRESS 2016/2017



FIRSTLY

WE ARE PROUD

OF OUR COMMITMENT

Epsilon Publishers is proud of our commitment in embodying the spirit of the United Nations Global Compact whose fundamental pillars are to their strategies and operations with universal principles on human rights, labour, environment and anti-corruption.

Epsilon Publishers formally signed up to the United Nations Global Compact (UNGC) in January 2016, as part of our broader objective to drive the Pan-African agenda through publishing. We believe that the values espoused by the UNGC are in tight tandem with our own organisation's values.

To this end, Epsilon Publishers have pledged to align our efforts to operate responsibly and to advance societal goals in tandem with the UN Sustainable Development Goals.

This is our communication on progress on implementing the principles of the United Nations Global Compact in supporting the broader UN goals.



LETTER

H. E. António Guterres
Secretary General
United Nations
New York, NY 10017
USA

Dear Sir

I am pleased to inform you that Epsilon Publishers reaffirms its support for the United Nations Global Compact and renews its ongoing commitment to the initiative and its principles on Human rights, labour, environment and anti-corruption.

It is against this backdrop that we have restructured and reprioritised our strategies, policies and operations to align them with the UN Global Compact (UNGC) principles. This year has seen us convert our goals from noble ideals into a set of meaningful realistic daily objectives. This Communication on Progress describes our efforts to implement the UNGC principles in each of its four issue areas.

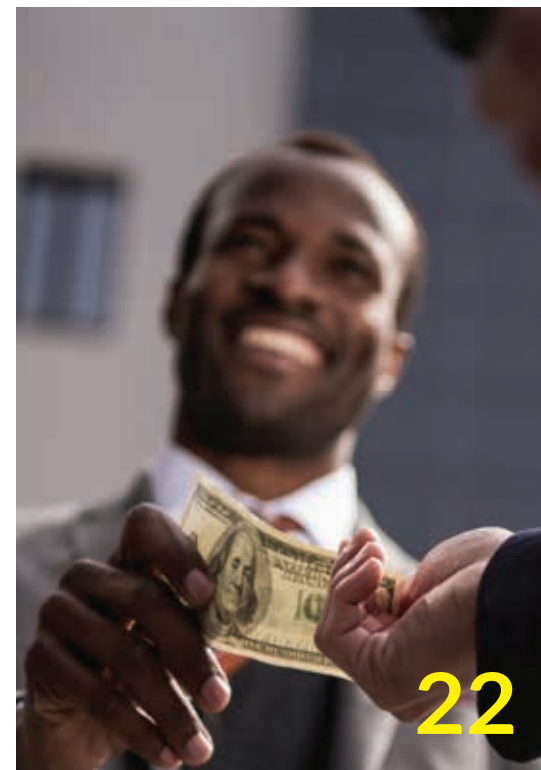
We believe that we can do a lot more to address emerging sustainability issues and, therefore, our intent remains to ultimately operate responsibly, advance societal goals and embed sustainability deeper into our business.

Yours sincerely

R. Mumbi Gichuhi (Mrs.)
Managing Director
Epsilon Publishers



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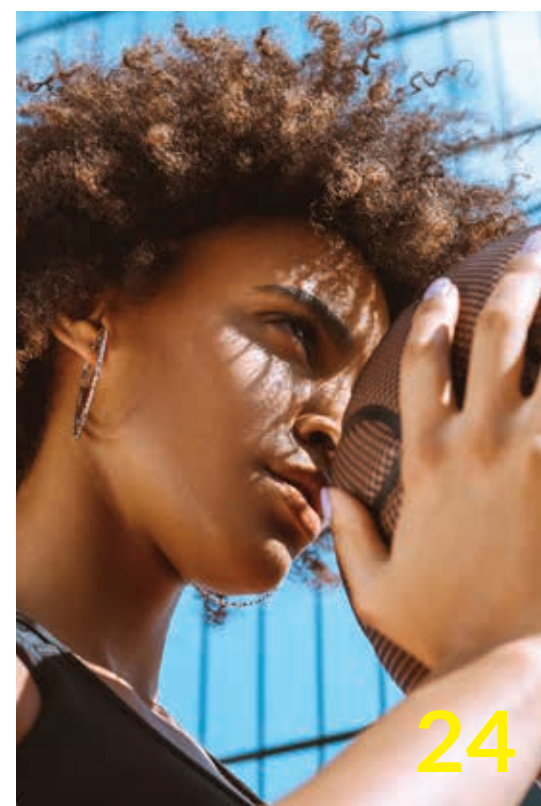
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WE DRIVE

IMPACTFUL CONVERSATION

We sieve through the clutter to
unearth the kernel at the heart of your
communication.



ABOUT US



Our WORK

We are an established and trusted publishing firm in Nairobi, Kenya. We provide editorial, translation, publishing and printing services to help you to communicate your message succinctly with your audience in an engaging manner.



Our APPROACH

We nurture your publication and treat it like our own. We ensure that your message is communicated in a concise and consistent manner so it sends out a credible and compelling message that resonates and reinforces the core message of your text.



Our PHILOSOPHY

We work hard to bring your publication to life. Good publishing means work that attracts and retains attention because it has communicated congruently to its intended audience. Our team of editors and designers are drawn from diverse backgrounds including legal, communication, ICT and creative design.



Our VALUES

Our values lie at the core of what we do. We measure our work by our three non-negotiable values: We act with integrity; We take responsibility for quality; We deliver excellence.

OUR SERVICES

IN A NUTSHELL

IT'S WHAT WE ARE HERE FOR

At Epsilon Publishers, we know that publishing is an art and a science. The overall design and appearance of a publication must appeal to the heart and its content must appeal to the head. Our detailed work-flow ensures that your publication is planned in minute detail. Choosing our tools carefully, we ensure that all the three elements of editorial, design and print come together. Precision is our watch-word.

Editorial

Our editorial services include copywriting, copyediting and proofreading. We do this for both print and online content.

Translation

To enable your publication reach a wider audience, we provide translation services for English, French and Swahili.

Printing

We strive to ensure that our publications meet international print standards.

THE NITTY GRITTY

What we do best

We provide publishing services for both print and digital media. We go the extra mile in ensuring that your publication is both visually appealing, and easily digested by the end reader. Some of the items we publish include books, reports, diaries, newsletters, magazines, catalogues and policy briefs.

ILLUSTRATIONS

Illustrations drive the point home with impact and are particularly useful for editorial purposes. Illustrations can also be used to tell a story in the form of a comic strip or book. We have partnered with a professional illustrator to develop deliberate illustrations for your publications. Thus, empowering you to tell your stories more excitingly and with more vroom.

INFOGRAPHICS

We develop infographics to make your publications more accessible to the general reading public; and in the case of the technical report, to the intended recipients including policymakers and other stakeholders.

PHOTOGRAPHY

It is said that a picture is worth a thousand words. Which means that the pictures you use in your publication should evoke powerful imagery. We provide you with carefully selected and curated photography to enhance your different publications. We work with a team of professional photographers as well as with stock imagery to deliver just the right images for your publishing efforts.

CONTENT MANAGEMENT

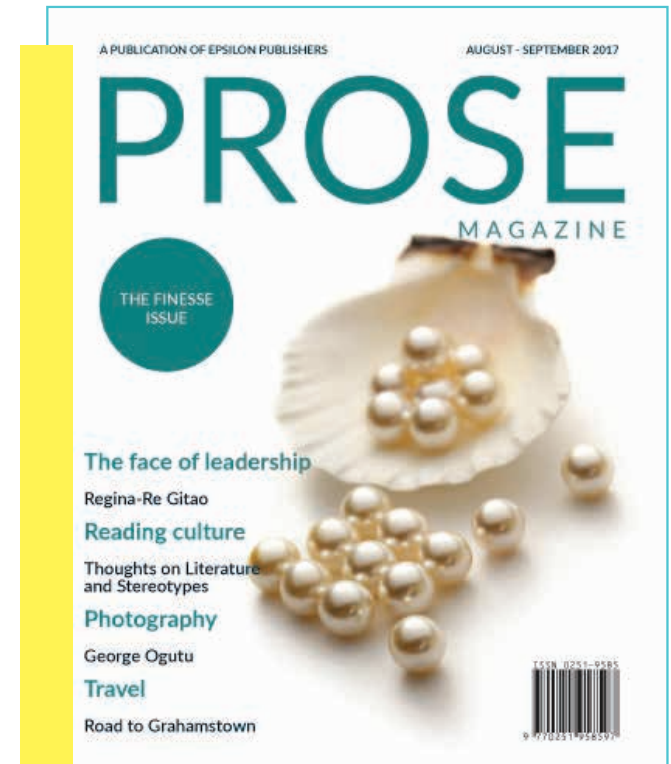
We create content that delivers your key message in a way that it is easily understood by your target audience. Every person or entity has a story to tell. We help you tell your story fluently by curating content, organising it and managing it effectively.

IN-HOUSE PUBLICATION

PROSE MAGAZINE



Prose Magazine is our in-house online magazine. The magazine acts as a platform for commentary and discourse on public policy and the pan-African agenda. The magazine also features leaders worthy of emulation as well as showcasing and exposing talent.



FOCUS ON LEADERSHIP

The magazine picks on the brains of industry leaders - their perceptions, intuitions, expertise, experience and champions them as role models. In this, we are aware that leadership extends beyond steering an organisation into increased profitability. That, at the core of leadership, the leaders should strive for sustainability both in terms of their organisational growth as well as being prudent in their utilisation of natural resources so as to conserve the environment.

PUBLIC POLICY

Public policy is what guides governments in executing their mandate; namely, to better the lives of their citizenry. Accordingly, from time to time, we review various policy reports with a view to informing our readers the salient points of the report.

TALENT

Prose magazine acts as a platform for exposing talent. Presently, our focus is on photography as a medium for self-expression besides showcasing the richness of Africa. As a viable career, we interview photographers from across the spectrum for their insights on how to approach the whole space; thus, acting as mentors to upcoming photographers.

PAN-AFRICAN AGENDA

As a continent, Africa has resources aplenty; be it naturally resources, a skilled workforce, stories and latent potential waiting to be fully tapped. In our upcoming focus, we shall give the Pan-African agenda primary focus in the magazine, to give a platform to ventilate the issues that affect the continent and what can be done to overcome these challenges.



WE LOVE THE VARIETY

That's why we handle various type of publications

Ours is a collaborative effort where we incorporate your ideas as well as offer you insights from a publishing perspective to create a genius work of art. We never lose sight of the fact that a design has to communicate effectively on all fronts. We like to think of design as a visual language. Just like the spoken or written word, there are certain things that we consider absolutely critical when working on your publication; that the outcome of your work is succinctly and eloquently expressed.

1 Books

Books are repositories of invaluable knowledge for human advancement. As such, at every stage towards the publication of your book, we endeavour to ensure that it appeals to the eyes as well as the mind.

2 Organisation Profiles

Your organisation profile tells the story of your organisation, therefore how it is told is very important. We help you to develop and to publish a compelling profile with which you can engage your target audience.

3 Newsletters

Newsletters are a great way of sharing business, organisational or industry's insights while serving as a subtle marketing instrument. We develop a house style for your newsletter for instant identification and consistency.

4 Policy briefs

We synthesise your reports or journals into a policy brief, basically, an abridged version that can be distributed to a wider audience. These are ideal for launches of publications and strategic plans.

5 Reports

Whether financial or study reports, we strive to inject life into your reports so that they are engaging to the reader. We work closely with you to highlight pertinent issues or points so that these can be accessed at a glance.

6 Magazines

Magazines are periodic publications that cover a certain subject or are aimed at a particular readership. We enable you develop magazines that caters to the sector you are in yet taking care to make them readily accessible to different audiences.



STEP BY STEP

COMMUNICATION ON PROGRESS

The Communication on Progress (COP) is an annual report that reaffirms our commitment to the United Nations Global Compact (UNGC). Through it, we are able to communicate our progress in implementing the UNGC principles as part of our corporate sustainability and responsibility to our stakeholders. These principles revolve around the sphere of human rights, labour, the environment and anti-corruption and guide our operations, policies and strategies throughout the year.

UNGC PRINCIPLES

- PRINCIPLE 1** ○ Businesses should support and respect the protection of internationally proclaimed human rights.
- PRINCIPLE 2** ○ Make sure that they are not complicit in human rights abuses.
- PRINCIPLE 3** ○ Businesses should uphold the freedom of association and the effective recognition of the right to collective bargaining.
- PRINCIPLE 4** ○ Businesses should ensure the elimination of all forms of forced and compulsory labour.
- PRINCIPLE 5** ○ The effective abolition of child labour.
- PRINCIPLE 6** ○ The elimination of discrimination in respect of employment and occupation.
- PRINCIPLE 7** ○ Businesses should support a precautionary approach to environment challenges.
- PRINCIPLE 8** ○ Businesses should undertake initiative to promote greater environmental responsibility.
- PRINCIPLE 9** ○ Businesses should encourage the development and discussion of environmentally friendly technology.
- PRINCIPLE 10** ○ Businesses should work against corruption in all its forms, including extortion and bribery.



HUMAN RIGHTS

Principle 1

Businesses should support and respect the protection of internationally proclaimed human rights.

Principle 2

Make sure that they are not complicit in human rights abuses.

At Epsilon Publishers, we are in recognition of the inherent dignity and of the equal and inviolable rights of all human beings. We are committed to supporting the promotion of human rights, that is, making a positive contribution to the realisation of human rights especially in ways that are relevant to our business. We implement human rights standards in our values, strategies, governance, policies, systems and processes.

THE PROCESS

1 COMPANY CULTURE

We strive to create an inclusive environment with particular attention on gender diversity in order to support the development of all.

2 GENDER DIVERSITY

Internally, we adhere to a non-written code of conduct that entails respecting every individual first as a human being and, most important, as part of our business family.

3 INTERNAL COMMUNICATION

Freedom of expression and opinion is highly respected. Epsilon Publishers' communication policy stipulates that everyone in the organisation is accountable for the effectiveness of his or her own communication and that communication should respect individuals.

4 STAKEHOLDER RELATIONS

Externally, we commit to strong and respectful relations with our stakeholders. We believe it is essential to cultivate positive relations with our partners and clients. We strive to maintain open communication channels with all interested parties via newsletters, email, mail, social media feeds and our website.

5 INTELLECTUAL PROPERTY

As publishers, our core activities entail generation of content or handling content from clients. We are, therefore committed to the protection of moral and material interests resulting from literary and artistic productions, that is, copyright on publications and individually generated content.

6 NO DISCRIMINATION

No distinction is drawn on any individual on the basis of gender, religion, race or other opinion. Our focus remains on respect and creating equal opportunities.

7 SUPPLIER & CLIENT RELATIONS

Epsilon Publishers works with recognised suppliers who uphold labour policies to ensure that we are not complicit to human rights abuses. Similarly, we do not undertake any work from clients that compromises the safety and integrity of our staff.



LABOUR

Principle 3

Businesses should uphold the freedom of association and the effective recognition of the right to collective bargaining.

Principle 4

Businesses should ensure the elimination of all forms of forced and compulsory labour.

Principle 5

The effective abolition of child labour.

Principle 6

The elimination of discrimination in respect of employment and occupation.

The concept of labour is crucial to the organisation given that, human resource is pivotal to our operations. Our team spirit is the greatest asset that we have. Investing in a competent team is key to our success. Starting from equal employment opportunities, all employees are selected on basis of merit through a competitive process. We adhere to the provisions of the labour laws of the Republic of Kenya.

THE PROCESS

1 OUR TEAM

The quality of Epsilon Publishers' team is the greatest competitive advantage we have. Investing in a competent team is key to our success.

3 PROFESSIONAL DEVELOPMENT

Every department provides training and skill development in job specific aspects as well as generic skills. Such training enhances the competitiveness of the company as well as contributes to personnel development at the individual level.

5 FAMILY FIRST

We put special emphasis on the importance of family. We underscore the importance of our staff attending family events such as sporting events for their children.

7 STAFF RELATIONS

Productivity surveys confirm high productivity. This is supported by the fact that all delegated tasks are completed as required and on time. We have not had any labour related cases (fraud, violence, discrimination, illegal activities, unethical conduct) filed since inception of the business.

2 HIRING POLICY

Starting from equal employment opportunities, all employees are selected on basis of merit through a competitive process. Our team is drawn from diverse backgrounds including; legal, communication, ICT, finance and creative design.

4 LABOUR POLICY

No work or service is exacted on any person under the menace of penalty or involuntarily. Self-management is the code of practice, in that all divisions and individuals are masters of their own, guided by responsibility and integrity.

6 WORK CONTRACTS

The level of compliance to employment contracts so far has been high and positive because all terms are arrived at freely and in good faith.



ENVIRONMENT

Principle 7

Businesses should support a precautionary approach to environment challenges.

Principle 8

Businesses should undertake initiative to promote greater environmental responsibility.

Principle 9

Businesses should encourage the development and diffusion of environmentally friendly technology.

Our environmental policy is part of our broader range of social responsibility. Although Epsilon Publishers' contribution to the environment may be incidental, the impact is relatively substantial as we partner with stakeholders who directly focus on sustainable ecological agriculture, agro fuels (sustainable energy), biodiversity rights, policy, legislation and climate change.

THE PROCESS

1 DRIVING IMPACTFUL CONVERSATION

We work closely with these key stakeholders to bring their work to an audience in the best way possible. The pride we take in our publication dictates our commitment to sustainable business practices.

2 RESOURCE MANAGEMENT

We focus on both traditional printing and we also place special emphasis on electronic publishing. For instance, our in-house publication Prose is an e-publication.

3 WASTE MANAGEMENT

We use wheat straw based copier papers from Nandyavart Kaagzi which is environmentally certified (ISO 14001:2004).

We also advocate for the use of recycled paper e.g. Keaykolour creative papers that are 100% recycled on the higher side and 30% recycled on the minimum.

4 ASSOCIATIONS & PARTNERSHIPS

Long term sustainability and value creation is only possible with strategic alliances. At Epsilon Publishers we are quite fastidious about this and we choose to partner with stakeholders who share in our values.

5 COLLECTIVE RESPONSIBILITY

Our view is that care for the environment goes hand in hand with our work as publishers. We continually focus on creating a workplace that supports its workforce, allowing individuals to take responsibility for both their working environment and wider social and environmental concerns.

6 INDIVIDUAL RESPONSIBILITY

Each member of staff is encouraged to take care of his/her environment, even outside of the office. For example, in the past year, the Managing Director has planted in excess of 400 trees on her farm.



ANTI

CORRUPTION

Principle 10

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

One of our core values is to act with integrity and this forms the bedrock of our stance on corruption. We have adopted a zero-tolerance on the vice. Our organisation culture is built on transparency and open communication between all parties and departments. Our communication policy stipulates that all communication must be truthful and ethical.

THE PROCESS

1 ZERO TOLERANCE

Epsilon Publishers do not engage in any kind of corruption, whether by way of direct or indirect kickbacks, or gifts.

2 ANTI-CORRUPTION POLICY

We have developed an anti-corruption policy that describes what constitutes corruption and unethical practises.

3 ENGAGEMENT WITH UNGC NAIROBI

Our staff has been invited for several anti-corruption training at the Kenyan chapter of the United Nations Global Compact.

4 OPEN-DOOR POLICY

Our staff is encouraged to ask questions where they are unsure of any potential malpractise. The open door policy encourages the airing of issues around fraud and corruption.

5 SUPPLIER VETTING

We work with suppliers who embrace good corporate governance. It is important to us that our suppliers embrace similar ethos to us.

6 LEADERSHIP

Anti-corruption is a top-down effort. To this end, the board of directors has been instrumental in supporting us in this endeavour.

7 CHECKS & BALANCES

Each department has clearly defined roles and responsibilities. This in turn creates a visible trail and encourages accountability and transparency.



2018 GOALS

As part of our endeavours to fulfil our commitment to the United Nations Global Compact, we will undertake specific activities in relation to labour, environment, anti-corruption and human rights. This will enhance our progress in these thematic areas. These activities inform our goals for the year 2018.

THE PROCESS

1 HUMAN RIGHTS

Align our magazine content to promote human rights

Our in-house publication, Prose magazine, seeks to drive impactful conversation about the pan-African agenda. This includes promoting ethical leadership and human rights among others. We realise that our children are the future leaders and we need to protect them and instil in them values that will drive Africa forward. We are aligning our editorial content to have a dedicated segment that will feature and advocate for child rights.

3 ENVIRONMENT

Start process of registration for an effective environmental management system (EMS) that is the ISO 14001

This will ensure that we improve resource efficiency geared towards environmental conservation.

Growing trees

We take part in the protection and conservation of our environment. This includes growing trees in our communities. Growing trees go beyond their planting, to their nurturance to ensure that the trees reach maturity. For 2018, our target is for each member of staff to grow a minimum of five trees.

2 LABOUR

#PayitForward

Our present staff, by and large, have benefited from on-the-job training and mentorship opportunities. This has increased their professional and personal skills. In turn, they also get to train and mentor others in their respective roles. For 2018, we will offer internship to two youth, male and female, so that they can enhance their employability as well as acquire vital life skills.

Develop an integrated human resource manual

The integrated human resource manual will be developed in line with the ideals of the United Nations Global Compact which we subscribe to.

4 ANTI-CORRUPTION

Facilitate training on anti-corruption for company's staff

The company's staff will undergo training on anti-corruption. This is vital to the company as integrity is a core value of the company's daily operations.

Attend UNGC training workshops

To deepen and enhance the continuity of our Communication on Progress, we plan to attend continuous trainings and workshops facilitated by the UNGC; which we will incorporate into our systems and processes. This sits in tandem with our core values.



AVAILABILITY TO THE PUBLIC

We will share our Communication on Progress (COP) report with all our stakeholders as well as the general public. Through this, we will be able to measure the impact of our COP among our various stakeholders.

AVAILABILITY

1 WEBSITE

The Communication on Progress (COP) report will be available on our website. This will enhance its accessibility to all. Further, we will provide a downloadable PDF link.

2 EMAIL

We will share our Communication on Progress (COP) directly with our stakeholders. The stakeholders include clients, suppliers and various other partners.

3 SOCIAL MEDIA

We will share our Communication on Progress (COP) via the company's Facebook and Twitter accounts.

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