



Salama Fikira

## **SALAMA FIKIRA GROUP LIMITED**

### **UN Global Compact**

### **Communication on Progress 2018**

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Comoros | Cyprus | DR Congo | Kenya | Mauritius | Mozambique | Nigeria | Senegal | Somalia | Tanzania | Uganda

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30 May 2018

To our Stakeholders,

**Salama Fikira**

**Communication on Progress on Implementation of the 10 Principles of the UN Global Compact**

I am pleased to confirm that Salama Fikira Group Limited reaffirms its support of the Ten Principles of the United Nations Global Compact in the areas of Human Rights, Labour, Environment and Anti-Corruption.

This is our fifth annual Communication on Progress. In this report, we describe our actions to continually improve the integration of the Global Compact and its principles into our business strategy, culture and daily operations. We also commit to share this information with our stakeholders using our primary channels of communication.

Sincerely,



**Conrad Thorpe OBE**  
CEO  
Salama Fikira



## INTRODUCTION

The Salama Fikira Group's operational objective is the provision of risk management and logistic services across Africa, with particular focus on sub-Saharan Africa. We strive to make the Global Compact Ten Principles part of our business strategies and day-to-day operations.

It is our pleasure to present our fifth Communication on Progress for the period of June 10, 2017 to June 10, 2018. With this document, we aim to make a public disclosure to our stakeholders on the progress Salama Fikira has made over the past year in implementing the ten principles of the UN Global Compact with respect to Human Rights, Labour, Environment and Anti-Corruption, and in supporting broader UN development goals.

## 1. 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

### Assessment, Policy and Goals

Salama Fikira Group Ltd (SFGL) continues to embed human rights into the company's operations and culture through compliance with both local and international laws. SF strives to ensure that its business activities, and those of its partners and suppliers, are consistent with these principles so as to avoid infringement of the universal human rights.

The company keenly abides by the Kenyan Constitution that was promulgated in 2010, which endorses human rights and equality. SFGL have been ISO certified and currently run ISO 9001:2015, ISO 14001:2015, BS18001:2007 and ISO 28007:2015 We seek to continually improve our operations, policies and procedures to adhere to these Principles.

In addition to that, the company is a signatory to the International Code of Conduct (ICOC) for Private Security Service Providers. In November 2016 SF applied to become a member of the ICoC Association, the application has been processed and the ICoCA Secretariat has confirmed the company meets the membership requirements and has recommended to the Board to confirm Salama Fikira as a Member of the ICoCA with full participatory and voting rights. In 2018 Salama Fikira are planning to undertake ISO 18788:2015 with specific focus on land based security. This standard will require SF to establish implement and maintain procedures to treat all persons with dignity and respect for their human rights and to report any non - conformance.

SFGL also embraces the Voluntary Principles on Security and Human Rights (VPSHR), designed for companies in the extractive industries. In addition, it has a comprehensive Standard Operating Procedures and Rules for the Use of Force that adhere to universal human rights. The company's employee handbook continues to emphasize on fair treatment of employees and details the reporting procedure for unfair treatment. This is reviewed and updated from time to time to comply with any changes in law.

### Implementation

To ensure the right to life is protected, the company delivers training on the Rules for the Use of Force (RUF) for all tasks using firearms. The RUF training is delivered as part of the maritime induction training, as part of pre-transit briefs, during refresher annual training, and during pre-project training. All land-based consultants are required to refresh on RUF before every task and acknowledge by signing. Over the course of the reporting period RUF training



was provided to personnel, in maritime and land-based tasks. Most received more than one training session

In order that our employees, contractors and consultants can operate in an environment which ensures their safety and minimising occupational risk, the company attained OHSAS 18001 certification in the year 2014. This policy has been expanded across the company during the reporting period and improved and refined through our reporting feedback. During this period, the company holds a Safety Day and implements new initiatives every year to enhance awareness of health and safety to its employees and contractors.

SFGL continues to implement human rights in its policies, including Occupational Health and Safety Policy, Bullying and Anti-Harassment Policy, Whistle blowing Policy, Compassionate Leave Policy, Non Discrimination, Equal Opportunity Policy and Grievance and Conflict Resolution Policy. The company is also creating a Human rights policy and procedures in line with the ISO 18788:2015 international standard.

The company has published our Feedback Policy (including near misses, whistleblowing and grievances) on the company website. The feedback policy and whistle-blower policy give people the right to report any issues that they may have witnessed. This information is kept confidentially with the nominated personnel who will support the individual.

### **Measurement of outcomes**

To date, SFGL has not been subject to any investigation or legal cases with regards to Human Right violations.



## LABOUR PRINCIPLES

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:

### Assessment, Policy and Goals

SFGL does not use forced or child labour

SFGL's employee handbook clearly states the minimum employment age, employee remuneration, grievance and conflict resolution, right to join trade unions, and intolerance of any form of discrimination or harassment.

SFGL supports the International Labour Organisation (ILO) core conventions and complies with local labour regulations.

### Implementation

SFGL has put in place the Training and Recruitment Policy which is strictly followed in recruitment Process. We are committed to our Local Content policy that is created to provide employment and economic development opportunities to local citizens as well as local industries.

SFGL introduced a supplier evaluation procedure that seeks to ensure that the company's partners and suppliers adhere to the same standards of labour practices as does the company. This is done through an annual supplier audit and an evaluation checklist on all new and existing entities within the company's supply chain.

SFGL keenly implements the no discrimination policy and strict measures are put in place to ensure fair treatment of all its employees.

### Measurement of outcomes

SFGL's local content currently at 81% overall. It is important to note that the Local content percentage has been above 80% in the last 4 years. We anticipate that this will further be improved as skill transfer to Local personnel continues and more projects that focus on engaging more local communities

The company continues to conduct both external and internal audits to identify gaps and near misses so as to ensure total compliance of the policies and procedures.

No children are employed by the company.

To date, SFGL has not been subjected to any legal cases or statutory notices in regards to violation of principles. It does not have any ongoing labour disputes.

## ENVIRONMENTAL PRINCIPLES

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

## Assessment, Policy and Goals

SFGL supports environmental conservation and sustainability and hence undertakes operations that have minimal impact on the environment. This includes putting guidelines in place to ensure proper waste management activities, recycling, and protection of natural resources and reduction of water, air and land pollution. This is all controlled through SF's Environmental management system ISO 14001:2015.

## Implementation

SFGL continues to incorporate internal mechanisms that ensure environmental sustainability and promotion of environmental conscious behaviour among its employees. These measures include:

- Emphasis on SFGL being a paperless company hence reducing the use of paper and saving documents in digital forms.
- Incorporating environmental responsibility in its Corporate Social Performance such as supporting the Tsavo Trust project which works to secure the country's wildlife and the Rhino Ark Conservation charity that raises funds to protect Kenya's most critical mountain forests.
- Encouraging environmental stewardship among its employees in their behaviour such as minimal use of air conditioners, keeping the lights off unless absolutely necessary, double sided printing when printing is unavoidable, minimal use of colour printing, use of reusable kitchenware, reduction of fuel consumption on company vehicles, recycling and proper disposal of waste.
- Undertaking Dynamic Risk Assessments on each tasks to capture any environmental risks that may be present.
- Inclusion of environmental responsibilities to all employee in the job description.
- Signage around the office environment as reminders to preserve water and electricity.
- Ensuring that the Environmental Management policy is in line with legal legislation in our countries of operation.
- Involving all employees in Environmental Management and it is included in the job description

SFGL is a certified 14001:2015 company.





### **Measurement of outcomes**

There is a great reduction on operational costs over the last year due to the measures implemented to conserve the environment, such as reduction of fuel costs, electricity and water bills.

Proper disposal of waste

Reduced Air travel across the company in the reporting period.

SFGL has not had any environmental incident last year and has not been subject to statutory notices or prosecutions.



## ANTI-CORRUPTION PRINCIPLES

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

### Assessment, Policy and Goals

SFGL upholds to maintain its good reputation through lawful, honest and transparent practices.

The company is aligned to follow the following principles: Kenya Anti-Corruption and Economic Crimes Act, U.S Foreign Corrupt Practices Act, OAS Anti-corruption Convention, OECD Convention on Anti-Bribery, World Bank Anti-corruption standards, U.K. Anti-bribery Law Enhanced and the U.N. Convention on Corruption.

In addition to this, SFGL has a Code of Business Conduct, Anti-bribery and Corruption that sets out its expectations on the conduct of all its employees, consultants, suppliers, contractors, agents and partners. This code is updated annually to ensure compliance.

### Implementation

SFGL continues to provide Anti-corruption and Bribery training to employees and consultants through meetings, briefings and distribution of company policy documents on the subject.

SFGL ensures that its suppliers uphold the same notion on anti-corruption and bribery. The company has implemented a supplier evaluation procedure over the year to assess their Anti-corruption and Bribery (ABC) policies. The company requires its subcontractors to contractually abide by SFGL's ABC Policy.

SFGL continues to hold CARP (Corrective Action Report Process) meetings to discuss and review near misses and non-conformities, including bribery and corruption cases as they may be.

### Measurement of outcomes

During the past year, SFGL renewed the TRACE International certification, an anti-corruption and bribery due diligence process undertaken by TRACE International.

The company Directors received ABC training by Trace International and other e-learning courses on ABC and Anti-competition training.

All at risk employees and Directors have also signed an ABC Letter of Declaration.



ABC aspects continue to be included in the annual supplier questionnaire that is sent to all our suppliers on to evaluate their performance and adherence to anti-corruption and bribery policies.

During the reporting period 89 personnel have undertaken ABC training within the company. ABC Training is conducted annually to all employees and as a part of HR Induction for new employees and consultants.

SFGL has not undergone any investigations, legal cases, rulings or any incidents on corruption or bribery.