



Extra Dimensions Co. Ltd
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COMMUNICATION ON PROGRESS

YEAR 2018

MESSAGE FROM OUR CEO

To all our stakeholders,

It is with great pleasure and satisfaction that I once again reiterate Extra Dimension Company's commitment to the Ten Principles of the United Nation Global Compact in relation to Human Rights, Labour Rights, the Environment and Anti-Corruption. As the global business space evolves and becomes even more dynamic, we realize and appreciate the fact that there has never been a better time to play by the rules and conduct our operations in a manner that defines who we are to our employees, partners, clients and the general public- a noble organization.

We have therefore committed to making Global Compact and the ten principles part of our organizational strategy, culture and day to day operations of our company. As a result, in this annual Communication on Progress, we describe our actions towards continually improving the integration of the UN Global Compact and its principles into our business strategy, culture, and daily operations. With this communication, we also express our intent and desire to support, adhere to, promote and advance these principles further within our sphere of influence.

We also commit to disseminating this information to our key stakeholders using our primary channels of communication.

Sincerely,

Evelyn Wambui Njooora (MRS)
Chief Executive Officer,
EXTRA DIMENSIONS COMPANY LIMITED.

Company Name: **Extra Dimensions Company Limited**

Industry: **Events Management and supplies**

Number of employees: **114**

Global compact signatory since: **June 2015**

Contact Person: **Evelyn Wambui Njoora**

Brief Description of nature of Business

Who we are.

Extra Dimensions is one of the leading and most sought after Events management Solutions Company trusted to handle high profile events in Kenya and outside her borders. Our commitment to success is demonstrated through continuous innovation, unprecedented logistical strategy and unmatched client service. Clients are at the heart of our company and we see our strength in trust, honesty and timely delivery of projects we take on.

Extra Dimensions strengths lie in the ability to conceptualize ideas and themes for Events, Manage client's projects, ensure Quality control, oversight and creation of status reports for events. As Extra Dimensions, being number one is not a reason to get comfortable, rather, it is a challenge to up our game and be in touch with the ever changing dynamics of the Events management and design industry.

Our Vision

Provide excellent service to our clients based on a friendly and professional approach while aiming at being the most sought after Events Management Company both locally, regionally and internationally.

Our Mission

We exist to provide innovative and professional event management services with a focus on quality and detail to all set ups and Décor.

Our core Values

- Integrity
- Pursuit of excellence
- Accountability
- Collaboration
- Passion for what we do

Scope of this COP

This COP covers the period of July 2017-July 2018.

It addresses the four major commitments to UN Global compact which include Human Rights, Labour standards, the Environment and Anti-corruption.

HUMAN RIGHTS

UN Global Compact Principles covered:

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

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

1.1 Our commitment.

Extra Dimensions Limited continues to operate in line with the stipulated Human Rights practices under the UN Global Compact. In all we do, we endeavor to conduct business responsibly and ethically by avoiding complicity in human rights abuses. We support the principles contained within the Universal Declaration of Human Rights, the OECD Guidelines for Multinational Enterprises and the ILO Core Conventions on Labour Standards as well as other international standards, national and international laws.

1.2 Assessment, Policy and Goals.

At Extra Dimensions we believe that it is everyone's duty to protect the human rights of all people. As a corporation, we have a responsibility to respect these rights, and especially for those people whom we offer services including our employees and everyone who supports our business. We have identified areas which we believe are our most significant opportunities to impact human rights. These areas includes; Human Rights in the Workplace, suppliers, partners and the local communities.

Below are some of the interventions we have implemented to address issues related to Human Rights;

- Extra Dimensions Ltd. has an able HR and Safety department which ensures that the rights of its employees and stakeholders are adhered to and none is violated. These policies are made clear to all new employees & existing employees through the company's handbook and continuous refresher trainings.
- All our employees are provided with personal protective safety gears, like reflector jackets, helmets, safety boots, safety harness and gloves. Safety and well-being of our Staff at the work place and in the field is a key priority that we take seriously.
- Extra Dimensions has endeavored to provide a conducive working environment for its entire staff, whether office staff or field staff. We provide all stationery, transport, accommodation, meals etc. requirements for our staff on site.
- Extra Dimensions has remained inclusive in the process of hiring of staff. We prohibit any form of discrimination in terms of Gender, Race, Tribe or social standing in society.
- We are committed to continuous systematic training and development of all our staff to enable them perform their duties efficiently and effectively.
- The company prohibits any form of unlawful employee harassment based on sexual orientation, race, origin, religion, disability, age or marital status. Any cases reported are dealt with accordingly by the relevant department (HR).

1.3 Measurement of outcomes and Value added to our company

- No Human Rights violation case has been reported to us or the authorities by any member of our staff.
- A major drop in work related injuries has been witnessed with only minor injuries reported; thanks to the safety gear we equip our staff with.
- Grievances by staff have reduced compared to prior year due to the improved teamwork and we have noticed a significant positive turnaround in staff morale.
- We now have a well-informed staff body that understands their rights and know when, how and who to speak to in case they feel their rights are violated.

LABOUR STANDARDS

UN Global Compact Principles covered:

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 Our commitment:

Our company is committed to employee policies that are in adherence to the labour laws of Kenya, International Labour Organization (ILO) Conventions and other International Standards, eliminating all forms of labour malpractices and also enforcing a culture of being an equal opportunity employer. Extra Dimensions Ltd as a company states clearly that no staff shall be discriminated against due to sex, race, color, political opinion, age, HIV status and religious beliefs. In all that we engage in as an events management company, we bring with us an uncompromising commitment to fairness, dignity and integrity. Extra Dimensions is committed to providing a safe and healthy working environment for our employees in accordance with the Health and Safety at work act.

2.2 Assessment, Policy and Goals.

- Extra Dimensions strictly prohibits any form of Child labour
- At Extra Dimensions, we reject any form of forced labour within our staff. We understand and recognize the fact that for our staff to be productive, they should have willingly come on board as employees.
- Before employment, any eligible candidate is expected to produce the National Identity card or Passport to verify their age and hence minimizes any chances of employment of a child.

- Employees' health and safety is ensured and communicated through trainings, placing warning signs and having active and regular health and safety meetings to discuss matters related to health and safety.
- All permanent employees sign their appointment letters to acknowledge their employment terms hence reducing any form of forced labour.
- The company grants employees their rights to observe any Calendar or Declared public holidays.
- The company grants maternity leave and paternity leave as required under Employment Act 2007 laws of Kenya
- The company has provision for Sick-leave which is not deductible to any employee, the procedure is well defined to enable employee attend to their medical wellbeing and take time off where required.
- The company had a fully established HR department that caters for all employees enquiries, suggestions and management of their welfare as well as their rights
- We have a compensation and benefits policy where employees are entitled to some benefits that are additional to their salary.

2.3 Implementation

- Extra Dimensions keenly implements a no discrimination policy and strict measures are put in place to ensure fair treatment of all its employees.
- An open door policy has been implemented where employees are free to walk to the management and present their complaints and suggestions about the work place labour issues.
- We have put in place a more structured and documented policy which strives to maintain diversity by ensuring that staffs are hired based on merit.
- We have in place a transparent disciplinary process that gives either party freedom to air their grievance before a final decision is taken be it a gross misconduct or a general misconduct
- We have committed ourselves to ensuring any supplier or partner we work with must be having an outstanding Labour standards record.

2.4 Measurement of outcomes and Value added to our company

- Diversity in our workforce — We have witnessed a growth in the diversity of our workforce in terms of origin, gender, age and other factors. And we are proud of this!

- No claim of child labour has been reported so far since we implemented the above measures.
- Employee confidence and morale has grown significantly and this can be seen in the amount of time they are willing to put in to meet client needs and deadlines.
- The HR department is more engaged as employees seek to better understand key labour standards' related issues.

THE ENVIRONMENT.

UN Global Compact Principles covered:

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 Our commitment

At Extra Dimensions Ltd we recognize the environment as a centre to the very existence of the human race. Though the nature of our day to day business activities impact minimally on the environment, the long term net effect of other causes of environmental degradation must still be a concern to us all. As a corporate body, we are committed to upholding high standards in environmental preservation and protection of the health and safety of our employees and visitors. The organization strives for a continuous improvement in environmental conservation by:

- Abiding by all laws and regulations as set out in the Kenyan Constitution with regards to the environment.
- Regular Servicing and maintenance of our vehicles to ensure they are in good condition to reduce greenhouse gases emission.
- Continuously training staff on environment, safety and health related practices.
- Ensuring efficient use of resources on our disposal e.g. water, Fuel.

- Developing an environmentally friendly workplace for our employees. Our office compound is lush green!

3.2 Measurement of outcomes and Value added to our company

- Less water consumption in our day to day activities.
- Employees are now more informed on the importance of conserving the environment.

ANTI-CORRUPTION.

UN Global Compact Principle covered:

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

4.1 Our commitment

As a company, Extra Dimensions is committed to working against corruption in all its forms. We are focused on achieving a high standard of ethical behavior in everything that we do. As illustrated earlier, integrity is one of our core values and we purpose to stick to and abide by the laws and regulations that govern the way we do business in our industry. This position underlies our signing up with the UN Global Compact and other initiatives that support the fight against this scourge. The effects of corruption cause untold suffering among members of the world especially the poor as resources that would have been channeled towards giving better basic services are diverted and denied the very people who NEED it the most.

We also have a disciplinary Procedure that helps outline correction and progressive process to address an employee's misconduct, Code of Conduct non-compliance or to prevent non- recurrence of undesirable behaviour.

Extra Dimensions Ltd is committed to ensuring a corruption free environment; this is embodied in our Code of Conduct and to adhere to national norms and laws.

4.2 Assessment, Policy and Goals.

- All Our processes are guided by Policies and Process Documents.
- All our core functions and operations are automated and the systems monitored continuously for fraud prevention and response to business requirements.
- We continuously advise all relevant stakeholders to support and adhere to the UN Global Compact anti- corruption principle. We have even declined business in situations where the procurement process has been determined to be illegally influenced.
- Safaricom Ltd and Kenya Commercial Bank (KCB) being our major client have a comprehensive Code of Ethics that we comply with and practice.
- We have in place a Zero tolerance for corruption and all forms of bribery policy in all our business dealings.
- In cases where our staff are determined to have engaged in corrupt practices, relevant disciplinary measures are taken which range from warning letters to dismissal depending on the investigation findings.



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