



KENYA BIXA LIMITED COMMUNICATION ON PROGRESS 2018

Statement of continued support for Global Compact

Kenya Bixa Ltd, as a Member of the UN Global Compact is committed to support the Ten Principles of the UN Global Compact pertaining to Human Rights, Labor Law, and Environmental Protection and Anti Corruption initiatives. The Company also wishes to express its clear determination to advance these principles in every sphere of influence, and commitment to mainstream them into the company's corporate strategy, business culture and operational practices.

The Company furthermore is committed to report openly and publicly on this topic, and to inform the employees, business partners and customers about its performance.

In this perspective of accountability and transparency, Kenya bixa reports publicly on the results of its initiatives in favour of a sound enforcement of the Ten Principles of the UN Global Compact via Communication on Progress.

David Kisa
General Manager

COMPANY DETAILS

Company name:	Kenya Bixa Ltd.
Sector:	Agri- Business and Manufacturing
Number of employees:	134
UN Global Compact signatory since:	2011
Contact person:	David Kisa
Address:	P.O.Box 96245 - 80110, Mombasa Kenya
Email	davidkisa@kenyabixa.com
Phone:	+254-722-649617 mobile: +254-722203404

Brief description of nature of our Business

- Kenya Bixa is a member of the Sovereign Group of companies (SGL)
- It is an Agro based company situated at Tiwi, Ukunda, Kwale County in the South Coast of Kenya.
- The Main business of the company is to promote the growth of Annatto (Bixa), purchase, store and process Annatto seeds into Annatto natural food colors (Norbixin and bixin) and its by products and marketing the same.
- The company has built a good reputation as a processor and exporter of Annatto food colors and its byproducts of very high quality that meets international standards.
- The company commenced operations in 1979 and was initially designed to process 250 Tons per year of Bixa seeds but has since been upgraded to a processing capacity of 3000 Tons of raw materials per year
- The company directly employs over 134 personnel and many more indirectly through contract farming, Annatto seed procurement, transport and logistics.
- Kenya Bixa Ltd offers opportunity for field attachment and internship to students from Universities and Tertiary institutions.
- The company actively engages the community in CSR activities including water projects

HUMAN RIGHTS PRINCIPLES

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

Principle 2: Business should ensure that they are not complicit in human rights abuses

Our Commitment

Kenya Bixa as a company is committed to family-friendly policies that provide employees with a safe and conducive working environment in line with the international human rights as well as adequate resources to perform optimally in their roles. These policies are aligned to the employment act to ensure full compliance with the law.

A brief description of Kenya bixa Human Rights processes

- The company has a Human Resource policy and an able HR team which ensures that the rights of its employees and stakeholders are adhered to and none is violated. These policies are made clear to the employees through the HR Manual.
- Kenya Bixa Ltd gives 26 annual leave days per year to all employees to enable them to have ample rest as required and is approved by respective line managers, 7 days compassionate leave for employees who are bereaved in their immediate family and those who are planning their weddings.
- Maternity/paternity leave: KBL also offer female employees (3) three months maternity leave with full pay in addition to their annual leave entitlement while male employees are entitled to two (2) weeks Paternity leave.

Activities we implemented in 2018

- Quarterly Staff Meetings held where staff are given opportunities to air their views and discuss on the challenges and areas of improvement
- Top Management supported staff who had weddings and supported those who were bereaved
- All the staff were able to take their annual leave and rest days accordingly.

Measurements and Outcomes

- Based on the tracking of leave accrual per staff member by the HR , it is confirmed that all staff took their annual leave as per approved annual leave plans.
- There were no cases reported on human rights violations.

LABOUR RIGHTS PRINCIPLES

Principle 3: Business should uphold the freedom of association and the effective recognition of the Right to collective bargaining

Principle 4: Business should support the elimination of all forms of forced and compulsory labour

Principle 5: Business should support the effective abolition of child labour

Principle 6: Business should support the elimination of discrimination in respect of employment and Occupation

Our commitment

The 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 Kenya bixa of being an equal opportunity employer.

A brief description of Kenya Bixa Labour processes or systems

- The employees are members of Kenya Union of Commercial Food and Allied Workers (KUCFAW), while the company is a member of Federation of Kenya Employees (FKE).

The company advocate the standard working hours for Kenya bixa employees to be 44 hours a week and lunch break of 1 hour except those working on shift programs.

- The recruitment process is structured and has a documented policy which strives to maintain diversity through gender, skills, race, values, attributes, and characteristics while offering equal opportunity to all potential candidates. We extend the same quality of selection to our vendors and partners.

- Kenya Bixa Ltd don't recruit persons under the age of 18 years since it's a violation of children rights and we extend it to our vendors and partners and at the same time advocate for the abolition of child labour.

The Company has a learning and development policy where Kenya bixa recognizes that employees are its most valued asset and commit itself to the best of its ability to provide an opportunity for continuous learning and professional growth towards organizational effectiveness

Activities implemented in 2018

- Training on first aid and fire safety to selected employees who were chosen to be fire marshals and First aiders on their respective floors and all the staff were sensitized on fire safety procedures as part of our Safety Policy
- ISO 22000:2005 Food defense, traceability fraud trainings and food safety standard certifications awareness were done to enhance on continuous improvements of our systems
- Awareness on personell hygiene was also done
- Medical Examinations were done on staff to ensure compliance with the Public health requirements
- Reward scheme implementation where staff who performed well in their various departments were rewarded and recognized.
- Quarterly meetings with all staff to cerebrate success and discuss challenges

Measurement of outcomes and value added for our company

- Less demands from employees as they understand the recruitment process and their compensation plan
- Improved working relationship with the KUCFAW Union leadership because of the Mutual understanding and continual communication process.
- Improved satisfaction index from 70% to 72%

ENVIRONMENT PRINCIPLES

Principle 7: Business should support a precautionary approach to environmental challenges

Principle 8: Business should undertake initiatives to promote greater environmental responsibility

Principle 9: Business should encourage the development and diffusion of environmentally friendly Technologies

Our commitment

The company, is committed in ensuring that we operate and take initiatives that will promote the company as environmentally responsible and a company that embraces environmentally friendly Technologies in its businesses.

A brief description of our processes or systems

Kenya Bixa Ltd business solutions aim to find innovative ways to fight climate change and raise awareness among the population.

There is in place selected Environmental and health Safety Committee who monitor and sensitize staff of Safety at work place

Activities implemented in the 2018

- Attended the Global Compact- Blue Economy side Event held in Nairobi to discuss the Sustainable Development Goals November 2018
- Training of the Health and Safety Committee done March 2018
- Sensitization Meetings done to staff on importance of conserving the natural Environment and the Ban of Plastics Materials
- Accidents are Monitored every Month and analysis are shared with the departments
- National Environmental Management Audit carried out in the Facility to Ascertain compliance
- Turning the Bixa waste seeds into Methane gas to be used for steam generation
- Test and treatment of Effluent water in quarterly basis with reputable laboratories

Measurements and Outcomes

- Compliance Report Issued from NEMA and Exception certificate on the use of Primary Packaging materials
- Total of 120M³ of methane Gas per day is utilized in steam production to supplement Firewood and Diesel fuels
- There was Nil major accident in the year 2018 with only 1 minor injuries which is an improvement from year 2017

ANTI-CORRUPTION PRINCIPLES

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

Our Commitment

Kenya Bixa Management is committed to ensuring a corruption free environment; this is embodied in Our Code of Conduct.

The Company Code of Conduct provides specific guidance on corruption related concerns such as fair competition, conflict of interest, acceptance and giving of gifts and improper payments.

As per the Code of Conduct, employees are strictly forbidden to accept any bribe, improper payment or inappropriate favor of any other kind. Besides cash payments, such inappropriate payments would include:

- Kickbacks or kickback schemes, especially in form of cash
- Unexplained rebates

CSR ACTIVITIES AND REWARDS 2018

1.0 SUPPORTING KAYA TIWI BASKETBAL AND NETBAL TEAMS EAST AND CENRTAL 3 TIME CHAMPIONS



2.0 FREE EXTENTION TRAINING TO BIXA FARMERS LUKORE KENYA



3.0 PARTNERSHIP WITH KENYA COMERCIAL BANK TO SUPPORT BIXA FARMERS



4.0 FIRE MARSHALLS ON FIRE TRAINING



5.0 GM ADDRESSING STAFF QUARLEY MEETINGS



6.0 GM RECEIVING GLOBAL COMPACT CERTIFICATE FROM KBL DIRECTOR



7.0 COMMUNITY WATER PROJECT BY KENYA BIXA



8.0 COMMUNITY HEALTH CENTRE PAINTED BY KENYA BIXA



9.0 PROVISION OF SEEDLINGS TO FARMERS



10. FOOD DONATIONS TO MWALIGULU COMMUNITY SCHOOL

