

21<sup>st</sup> January 2020

## Managing Director's statement.

### SUPPORT AND COMMITMENT FOR UN GLOBAL COMPACT AND ITS 10 PRINCIPLES

Established in July 1991 as a family business, Nina Interiors is Uganda's premier one stop shop for office and home furniture, Curtains blinds and decorative accessories. It is fully female Ugandan owned and managed by Mrs Alice Karugaba.

The company has evolved into a fine tuned organization that understands the industry, the market and values its staff and customers. The driving goal for Nina Interiors Ltd is to provide quality furnishing solutions to its customers.

Propelled by a vision of 'being the best in the business', the company has grown into a widely recognized brand in the furnishings industry in Uganda and the East African region, offering a wide range of Office And Domestic Furniture, Curtains, Blinds, Soft Furnishings And Decorative Accessories. Currently, Nina Interiors employs a total of 82 staff of which 41 are male and 40 are female and 69% of our staff is aged 31 to 60 years of age.

Nina Interiors values all stake holders and as the company grows in service, customer base and product ranges, our continued commitment and support for the UN Global compact and the 10 principals it stands for is of great significance to us.

As a company we seek to uphold these principles and seeks assistance where available. Nina Interiors is currently in the final stages to acquire the UNDP Gender Seal.

Yours sincerely,



Patricia Karugaba Kyazze  
Managing Director  
Nina Interiors Ltd



## ANTI-FRAUD AND ANTI-CORRUPTION POLICY

Nina Interiors Ltd is committed to acting professionally and fairly in all of its dealings and relationships, employing the highest standards of openness, transparency and accountability and takes a zero tolerance approach to fraud, bribery and corruption.

Nina Interiors Ltd promotes a culture of honesty and integrity, and totally opposes any form of fraud, bribery or corruption.

### DEFINITIONS

#### What is Fraud?

Fraud is used to describe a range of illegal activities. These include, but are not limited to, deception, forgery, theft, the false reporting or concealment of material facts, collusion and corruption (including bribery) and undeclared conflicts of interest

Examples of fraud other than bribery, include, but are not limited to:

- Theft of money, property or assets
- Inappropriate use of company assets
- Submitting false expense claims
- Forging, tampering with or falsely creating documents or records
- Destroying or removing documents or records
- Knowingly creating or distributing false financial information or reports
- Engaging in bribery or corruption
- Deliberately ignoring or acquiescing in fraudulent activity

#### What is Bribery & Corruption?

**Bribery:** The offering, promising, giving, accepting or soliciting of money, gifts or other advantages in exchange for doing something illegal or breaching an employer's trust.

**Corruption:** The abuse of entrusted power or influence for private gain.

The following are some examples of attempted bribery:

- A potential supplier offers money or a gift to influence a procurement/tender process.
- A job applicant offers payment or a gift to increase his/her chances of being hired.
- A gift offered to a local official in return for approving a proposal.
- A government official asks for a payment to secure registration.
- A customs official asks for an unofficial payment or gift to release goods.

#### Kickbacks?

Kickbacks are typically payments made in return for a business favour or advantage.

#### Payments under Duress?

Payments made under duress are in response to demands accompanied by threats to life, limb or Liberty.

### POLICY STATEMENT

Fraud, bribery or corruption in any form will not be tolerated by Nina Interiors. Where criminality occurs the loss is not just to Nina Interiors but to the stake holders as well.

Nina Interiors will report to the relevant authority any form of Fraud, bribery or corruption and any staff caught practising the same shall be reprimanded accordingly.

  
**NINA INTERIORS LTD**  
Furnishing and Soft Furnishing  
Tel: +256-312-262453/4  
www.ninainteriors.co.ug

## ENVIRONMENTAL POLICY

Nina Interiors Ltd is committed to managing environmental impact as an integral part of our operations. In particular, it is our policy to assure the environmental integrity of our processes and facilities at all times. We will do so by adhering to the following principles:

We will employ management systems and procedures specifically designed to minimize the use of hazardous materials, energy and other natural resources, to minimize the generation of waste, and to enable recycling and reuse of materials.

We will continually seek opportunities to improve our environmental performance by establishing objectives and measuring progress; including but not limited to energy, water, paper and fuel consumption and vehicle miles travelled.

We will promote participation and communicate our commitment to responsible environmental management by promoting environmental responsibility among our employees; by providing the necessary training and support to enable them to implement this policy; by informing suppliers of our environmental policy and encouraging them to adopt effective environmental management practices; and by soliciting input from our employees, suppliers, customers and board members in meeting our environmental goals.

*Handwritten signature*

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## HUMAN RIGHTS AND LABOUR POLICY

Nina Interiors Ltd recognizes the corporate responsibility to respect human rights, including labor rights, fully respecting and complying with applicable laws and regulations.

We respect internationally recognized human rights, our commitment to respect human rights is emphasized by our participation in the UN Global Compact and our support for the Guiding Principles on Business and Human Rights as endorsed by the UN Human Rights Council.

We are committed to conduct our business activities based on respecting the following human and labor rights:

• **No forced or child labor:**

Nina Interiors does not tolerate any form of forced or child labor.

• **No harassment:**

Nina Interiors is committed to providing a work environment that is free of discrimination and unlawful harassment. Actions, words, jokes, or comments based on an individual's sex, race, ethnicity, age, religion, or any other legally protected characteristic will not be tolerated.

Provide a workplace that is free from any form of harassment, including verbal, physical, mental and visual harassment.

• **Fair employment practices:**

Nina Interiors complies with the applicable laws and industry norms on employees pay, work hours and conditions. We provide fair and competitive compensation commensurate with the employees' position.

**Non-Discrimination**

In order to provide equal employment and advancement opportunities to all individuals, employment decisions at Nina Interiors will be based on merit, qualifications, and abilities. Nina Interiors does not discriminate in employment opportunities or practices because of race, color, religion, sex, national origin, age or disability.

• **A safe and healthy workplace:**

Nina Interiors is committed to providing a safe and healthy work environment. We provide medical insurance for employees and 2 dependents.

• **Human rights and labor due diligence:**

Nina Interiors ensures full respect of human and labor rights in all company activities by performing due diligence assessments when necessary and defining corrective actions based upon the findings.

• **Human Resources practices:**

Nina Interiors provides continuous skilling of staff for both technical and personal skills to equip staff better. Nina Interiors recognizes that the skills and knowledge of its employees are critical to the success of the organization.

We can meet the challenge of having a knowledgeable workforce by supporting continuous education, through coaching, mentoring, on-job training, exchange visits to other Nina Interiors premises or formal training.

It is understood that training is aimed at filling a skills or knowledge gap that a staff member may have; and that such training will help the staff perform their jobs better.

• **Personal and professional development:**

Foster personal and professional development and encourage employees to balance their work and personal responsibilities.

• **Open dialogue and resolving concerns:**

Encourage employees to take their concerns up directly with management and create an environment where open dialogue is the preferred way of resolving issues. Provide employees with a mechanism to report concerns confidentially, anonymously and without fear of reprisal, as governed by the applicable company procedures

