

# MOTORCRAFT KENYA LTD.

Shop No. 2 Nand Plaza, Hola Road, Off Baricho Road  
P.O. Box 66328- 00800, NAIROBI - KENYA Tel: 652011, Tel/Fax: 652012  
Mobile: 0721 403941, 0733 617012 Email: motorcraftkenya@gmail.com

PIN No. P051351396D

July 30, 2020

## UNITED NATIONS GLOBAL COPACT COMMUNICATIONS OF Progress in 2019

Dear UN Global Compact Partners,

We at Motorcraft Kenya Ltd have the pressure to affirm our commitment to United Nation Global Compact COP, and the 10 principles the pillars of Human Rights, Labour, and Environment& Anti-Corruption that have become part of our pillars in our daily activities.

It is our intent to continue practicing these principles and aim to influence our business partner's participation for Global Human respect, care for our environment and the best ethical business practices

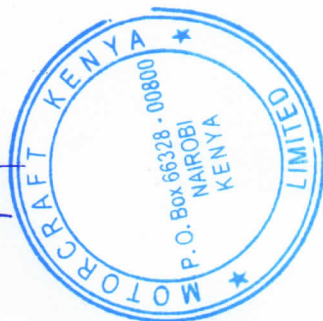
We promised to renew our commitment I this endeavor now and in the future

Yours Faith fully

Wilson Murakaru

CEO

Motorcraft Kenya Ltd



## Human Rights

- Motorcraft Kenya is an equal opportunity employer, we respect aspects of every Human Rights
- Our core values recognizes that Humans Resources are valuable resources in our business
- We respect every worker and provide for conducive working conditions with a friendly internal relations
- We treat and respect all in the dignity they all deserve.
- We practice employment regulations as much as defined by Kenya Government Labour Laws & Employment Act.
- We communicate any changes affecting the employees directly to them or during the monthly CEO address forum
- Every employee has annual Career Development guide with a detailed KPI, every employee is fairly appraised annually and the performance results & awards communicated immediately.
- We have appraisal system which is a two way communication between appraisee and appraiser, areas of concerns are jointly agreed within the best possible sense of fairness.

## Labour

- We at Motorcraft do not engage in child Labour, nor do we engage in organization that employ minors. We do not involve ourselves in human trafficking or organization that practice these crimes.
- We practice freedom of association by allowing employees to subscribe to union organisations.
- Our policy is to allow every employee to work 40 Hours per week (8 Hours, per day from Monday to Friday) excluding public holidays, we do not force employees to work extra Hours/Days.

## Environment

- We have an environment policy within the organisations which is displayed in Company offices in strategic positions, in addition every employee has a hand book on Health & Safety and Environment.
- We encourage employee to care for environment around us and practice the same in the office.
- Occasionally we participate in community environment clean up and tree planting exercises
- We encourage employee to practice separate disposal of oils, plastics and paper materials in designated waste bins.
- We occasionally engage consultants to conduct environmental pollution including noise, hazardous industrial waste levels, individual occupation and overall buildings ventilation

## Anti-Corruption

- We carry out our business ethically and honestly, we have never bribed to secure tenders or favors, we encourage employees to speak out on any suspicious case of fraud or corruption.



**Business Processes**

Over the part one year we have incorporated best practices concepts in our operations

This has changed the way we have done our business, but improving our processes through Kaizen concept and also adoption the best practices benchmarking with international standards, key processes had involved

- Clean working environment –on going
- Energy saving measures
- Achievement of ISO 1400 Certification - by 2020
- Automated business process - by 2022
- Community welfare support activities – on going
- Occupational Health & Safety – Prevention – on going
- Customers Relations Management & CSI – on going
- Waste management – on going
- Gender equal opportunity in employment has been achieved by ensuring over 30% of our workforce including managerial positions is occupied by women.

We have a dedicated Health & Safety and Environment Officer employed in our organization to oversee Health & Safety and Environment matters.

All the above principles forms part of every employee KPI and all contained in employee's handbook.

Much has not changed but we have maintained to practice the above disciplines in our day to day business activities to ensure commitment, and responsibilities are sustained in all these practices

No	Descriptions	Yes
1.	Technical Personnel (TP) - completed, signed and stamped (Mandatory)	Yes
2.	Technical documentation shall be in English language. The specifications or other shall be marked clearly on the goods (Mandatory)	Yes
3.	The starter batteries supplied shall be sealed maintenance free (SMF/RLA) batteries (Mandatory)	Yes
4.	The automotive batteries will be repaired to operate in tropical climate (Mandatory)	Yes
5.	The Automotive batteries offered must meet all national, local and international standards and tested ready for immediate use. (Mandatory)	Yes
6.	Standard production of automotive class A battery of latest design and technology. (Mandatory)	Yes
7.	Batteries to be supplied new - At most 12 months after manufacture (Mandatory)	Yes
8.	Automotive battery to have information of manufacturer, factory, batch and unique battery serial number and date of manufacture. (Mandatory)	Yes
9.	Batteries terminals types shall be various and compatible as required by KPLC fleet i.e. type 1, 2, 3 or 4 as may be required. (Mandatory)	Yes
10.	Batteries terminals sizes shall be various and compatible as required by KPLC fleet i.e. either standard or trim as may be required for individual fleet units. (Mandatory)	Yes

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Dear Sir/Madam

## SELF DECLARATION

Motorcraft Kenya Ltd is not involved in any fraudulent and corrupt activities and has not been in the past, and is not currently under any investigation for such activities which would render our company unsuitable for business dealing with UNHCR.

Our company is not on, or associated with a company or individual, groups, undertakings and entities that are on the consolidated list

Established and maintained by the committee established by the UN Resolution No. 1267 ([www.un.org/sc/committees/1267/consolist.html](http://www.un.org/sc/committees/1267/consolist.html))

Our company is not on, or associated with a company or individual that are subject to the list of Independent Inquiry Committee into United Nations Oil-for-food programme ([www.iic-offp.org](http://www.iic-offp.org))

Our company is not currently removed, invalidated or suspended by the UN Headquarters or any of its field offices or any other UN agency Headquarters or any of their field offices.

Our company is not involved in sale or manufacture, either directly or indirectly, of anti-personnel mines or any components produced primarily for the operation thereof.

Our Company is not engaged in any practice inconsistent with the Rights set forth in the Convention on the Rights of Child which requires that a child shall be protected from performing any work that is likely to be hazardous or to interfere with the child's education or to be harmful to the child's health and physical, mental, spiritual, moral or social development

Yours Faith fully

Wilson Murakaru

CEO

Motorcraft Kenya Ltd

