



**2019-2020**  
COMMUNICATION  
ON PROGRESS

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**UN GLOBAL COMPACT**



It is important to stress that a sustainable investment is only sustainable if it is economically sustainable

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# About this Document

Period covered by our communication on progress June 2019 to June 2020



In April 2012 English press Limited committed itself to the United Nations Global Compact.

This commitment includes supporting the ten principles of the UN Global Compact as well as reporting and communicating annually to its stakeholders on progress made to implement the principles.

English Press Limited (EPL) will continue supporting the United Nations Global Compact's 10 principles

English Press Limited COP 2019-2020 is available on our website [www.englishpress.com](http://www.englishpress.com)

# Contacts

**Company Name**  
English Press Limited

**Sector**  
Manufacturing – Printing-For quality print work and all forms of colour works

**Number of employees**  
500

UN GC signatory since: 2012/4/4

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## CEO STATEMENT OF CONTINUED SUPPORT

English press limited became a signatory of the United Nations Global Compact (“the UN Global Compact”) with effect from April 2012 and is currently an active participant in this Compact. I am pleased to reaffirm English press limited support of the 10 principles of the UN Global Compact in the areas of human rights, labour, environment and anti-corruption

In its capacity as a participant of the UN Global Compact, English press limited, looks forward to building on its existing reputation for respecting basic human rights, engaging in fair labour practices, being environmentally responsible and having a zero-

tolerance approach to corruption. This Communication on Progress Report describes English press limited actions to continually improve the integration of the UN Global Compact and its principles into its business strategy, culture and daily operations. English press limited also commits to sharing this information with its stakeholders using its primary channels of communication.

In this Communication on Progress we signpost our most up-to-date disclosures on our policies and performance on the important issues enshrined in the UN Global Compact Principles. English press limited remains

committed to making progress on each of these areas, for the benefit of our employees, customers, suppliers, shareholders and wider society.

This communication progress report covers the period of June 2019 to June 2020. I look forward to providing you with a further update on our progress in 2020-2021.

Yours sincerely,

Mr. Kalpan Patel  
Chief Executive Officer



## ENGLISH PRESS AT A GLANCE

English Press Limited is your one stop print company, providing customers with high quality products and services including pre-press, printing, finishing, packaging and logistics solutions.

Founded 80 years ago, we have grown to one of the largest ISO certified offset print house in the continent. Located in Nairobi, and built on a strong foundation of consistent quality and service, our values have enabled us to compete in the regional and international print market.

**Our vision: Think of the Best...and Make it Better.**

By investing heavily in both our people and our technology, English Press is able to provide a quality of service that we believe to be unmatched in the market.

English Press Limited consists of a team of about 500 personnel who are committed to delivering the highest standards of service. Our work ethic is founded on collaborative partnerships with publishers, clients and suppliers to provide efficient and effective print solutions.

At EPL, we firmly believe that by applying our skills, expertise and resources to different causes, we can not only make a difference in the world around us, but also

catalyze other businesses to follow our lead. It is a goal that we strive for through our business strategy, our values and our every-day activities



**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

English press limited adherence to fundamental human rights is enshrined in its Code of Conduct which confirms that English press limited supports and respects the protection of internationally proclaimed human and employment rights and confirms its commitment to respecting fundamental human rights and treating all employees and others with fairness, equality and respect to foster an open, transparent, and trusting environment which is free from prejudice, discrimination, bias, harassment and/or violation.

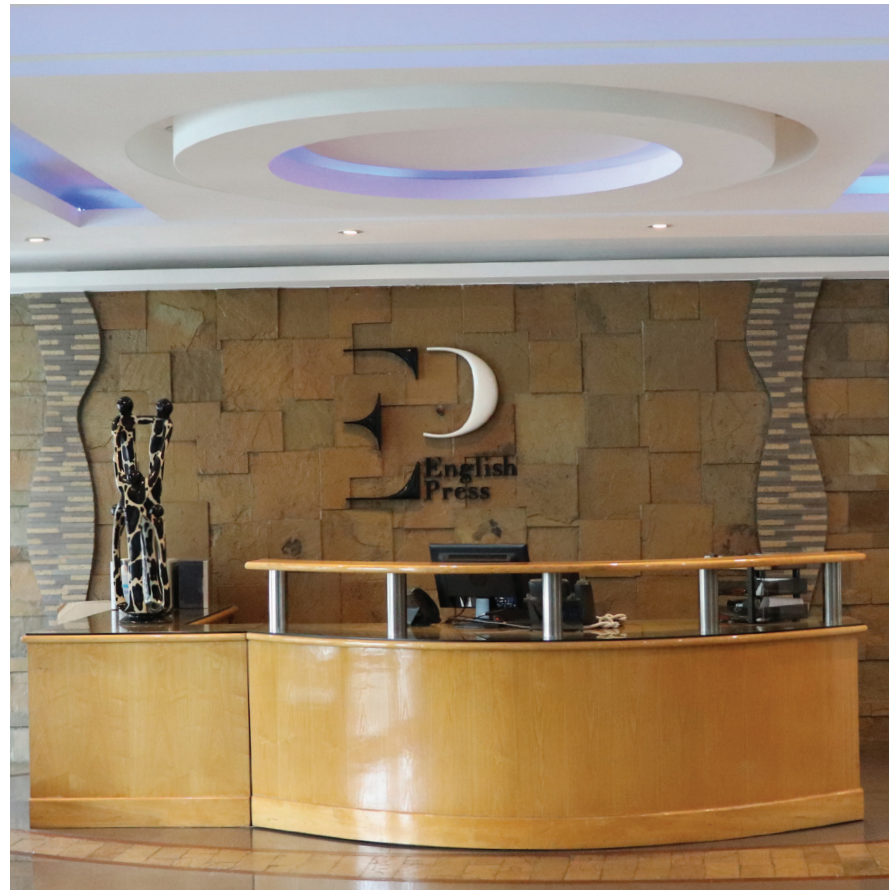
English press limited promotes a positive culture with respect to human rights and the continuous improvement of working conditions. English press limited shall continue to encourage all suppliers and contractors to comply with the same standards.

We hold ourselves, our partnerships, and our supply chain accountable and are confident that as a responsible corporate business we are fully compliant with the provisions of these principles.

We actively collaborate with reputable service partners and suppliers who embrace robust, fair, and ethical

trading principles with the aim of minimizing risk of any activities that may be anti- human rights. We are committed to ensuring that our workers are not exploited and our work environment is as safe as possible, abiding by all employment, health and safety, and human rights laws.

English press limited corporate values promote a positive ethos amongst our people. We seek to create an environment which attracts and retains employees of high caliber, and in which employees will feel valued for their contribution to the company's performance.



## IMPLEMENTATION AND INITIATIVES

Implement and observe codes of conduct which are designed to protect employees from harassment or discrimination in any form, and to provide equality of opportunity.

Ensure all employees are fully aware of such codes and that they comply with them.

Operate remuneration that is competitive and rewards good performance. Ensure all employees know what is expected of them and provide a framework which fairly measures performance and assists employees in developing their capabilities.

Provide a safe work environment for all employees and ensure they fully understand their responsibilities in regards to health and safety matters.

Aim to develop policies that will support employees in balancing their work and domestic responsibilities.

Each member of staff is subject to work checks and we operate PAYE as part of our payroll, to ensure all of our employees are legally hired and paid.

EPL upholds a code of conduct, core values, and a dignity at work policy as part of our overall employee handbook – this document outlines the steps which all employees must follow to ensure this principle is upheld.

## MEASUREMENT OF OUTCOMES

EPL encourages employees and external stakeholders to report any breaches or suspected breaches of its Code of Conduct, including any possible human rights abuses or infringements.

All reported incidents are formally recorded and reported to the Human resource for consideration. There have been no reports of human rights abuses or infringements during the past year (2019: nil).

There are a number of other human resource and ethics-related policy documents, procedures and statements applicable which confirm EPL's commitment to protecting basic human rights. These include, among others, the applicable grievance procedures and respective recruitment and selection policies.

**Employee Handbook:** To enhance EPL'S support and respect the protection of internationally proclaimed human rights an Employee Handbook was reviewed on February 2020 by incorporating several agendas such as Equal Employment Opportunity Policy, Employment at Will, Policy against Harassment & Discrimination, Grievance Policy, Disciplinary Policy, Confidentiality Policy, Drug & Alcohol Policy, various HR processes & employee benefit, Work Related Accident & Injury, Company Work Rules etc.

**Occupational health and safety:** EPL has a well-defined and established environment health & safety policy. We are committed to prevent injury & ill health of our workplace. The causes of work related accidents and injuries are looked at critically and preventive measures are in place.

There were no major work related injuries to staff members in the production team during the reporting period. The re-training of staff in 2019, especially those staff handling machinery has reduced errors.

EPL has undertaken a comprehensive Hazard Identification and Risk Assessment exercise, which attempts to improve occupational safety and to protect against property and infrastructure damage by providing a tool that can be used to assess the consequences and frequency of a hazard.

Training of employees is one of the most effective tools for ensuring occupational health and safety. EPL has developed and executes an extensive training plan which lists the training topics (which includes topics on employee health and safety), frequency of training, training materials, trainer details etc. According to this training plan, a total of 50 training has been provided during the last 8 months period. And approximately 90% of total manpower received these training. Delivery of training and evaluating the effectiveness of training is overseen by the Human Resource department.

EPL has a defined disciplinary process. This process is explained to all employees in new employee orientation and is defined in employee handbook. The company does not and will not engage in or support the use of corporal punishment, mental or physical coercion, or verbal abuse.

### Actions to be implemented in the year 2020-2021

- Suggestion box to be made available.
- Regular awareness session on the principles of ISO 45001:2018, Workplace safety, Behavior Based Safety
- Worker's participation and consultation to be put in places and done once a month.
- The next risk assessment review shall be carried out in August 2020 by a risk management company and corrective action will then be taken on the findings

**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 labour and compulsory labour;

**Principle 5:** The effective abolition of child labour;

**Principle 6:** The elimination of discrimination in respect of employment and occupation

## ASSESSMENT, POLICY AND GOALS

English press Limited remains fully committed to ensuring free and fair labour rights for all employees. We remain and are increasingly focused on the education of our employees, at all levels, actively bringing us in line with Goal 4 of the United Nations Sustainable Development Goals (Quality Education).

We consult with and, where appropriate, negotiate with employee representative bodies. It is our policy to maintain well-developed communications and consultation programmes with all employee representative bodies and here have been no material disruptions to our operations from labour disputes in 2019. English press Limited is committed to building a values-driven high performance culture where all employees are valued, respected and where their opinions count.

English press Limited shall provide a healthy and safe working environment by operating in accordance with high occupational health and safety standards by ensuring that the working environment is not compromised for economic or productivity reasons, and by motivating and educating people

working at English press Limited to be accountable for their actions in all matters regarding occupational health and safety.

English press Limited has a management system in place for human resources and occupational health and safety, covering our business. The company complies and deals with changing local legislation and relevant requirements globally.

EPL seeks to provide working conditions that guarantee the health and safety of its employees. This is also described in the Health and Safety Policy and Standards, which is regularly reviewed and was last updated in 2019. The health and safety department strives to ensure that:

- EPL is committed to continuously improving the working environment.
- EPL embraces a zero-injury mindset and will not accept people being injured as a result of our working conditions.
- EPL is committed to a sustainable health and safety strategy and falling trends in injury frequency rate with absence towards 2020
- Good workplace ergonomics is a key element in ensuring long term health for employees.

•EPL is committed to reducing work-related muscular/skeletal pain experienced by employees.

•EPL wants to take on broader responsibility for our people's well-being and thereby develop a systematic approach to supporting sustainable business performance and the healthy growth of the company

EPL's equal opportunities policy outlines key elements to ensure equal treatment and opportunities for staff, regardless of sex, age, race, colour, ethnic origin or country of citizenship, disability, marital status or religion. In 2019, we monitored hiring practices and achieved our company KPI on gender diversity for new hires. EPL's open door policy invites employees to raise any issues for escalation and follow-up (including issues related to labour and human rights).

Zero tolerance of child labor and discrimination is an absolute must for English Press. Even before its accession to the UN Global Compact in 2012, English Press committed itself.

Besides adequate and safe working conditions, fair remuneration and the right of assembly and collective bargaining are high priorities for us.

## IMPLEMENTATION AND INITIATIVES

☛We consult with and, where appropriate, negotiate with employee representative bodies. It is our policy to maintain well-developed communications and consultation programmes with all employee representative bodies and there have been no material disruptions to our operations from labour disputes during the past five years.

☛EPL is committed to building a values-driven high performance culture where all employees are valued, respected and where their opinions count. We report on our approach to employee diversity and inclusion and other employee issues

☛English Press Code of Conduct guides all employees in understanding the kind of activities that reflect our values and principles, not forgetting legal requirements.

☛ All new employees are familiarized with the Code during induction programs.

☛The importance of equality and diversity is highlighted in English Press Human Resource Policy and in the company's recruitment and remuneration principles.

☛ We guarantee all applicants equal opportunities and fair and equal treatment during the recruitment process.

☛Our factory is managed and operated according to ISO 45000 requirements.

## MEASUREMENT OF OUTCOMES

☛ No reports of violations of labour rights were received in 2019.

☛EPL delivered training and awareness sessions related to diversity and wellbeing at all it's of its employees.

☛No Labor strike or any kind of unrest ever.

☛Number of child worker is ZERO.

☛ Defined procedure for disciplinary management.

☛The human resource procedures were reviewed and training conducted to all employees.

☛ In the year 2019, EPL has not been subject to any statutory notice related to labour or health and safety.

☛ No violations on freedom of associations have been reported in the reporting period.

☛Support employee and worker organizations and respected collective agreements.

☛The shop stewards are allowed to hold meetings with the employees during work hours and attend union seminars without pay deductions.

☛ We also request that our employee report and anomalies that they may see in the workplace to their Health & Safety Officer, these anomalies are then published in the company newsletter for full staff awareness.

☛ We take the safety and security of our employees very seriously, we set up

annual staff training in fire and safety, all of our employees have the opportunity to take part in these training sessions.

☛We migrated to the ISO 45001:2018 standard.

☛English Press has not been involved in any investigations, legal cases or other relevant events related to the contravention of the Global Compact Labor principles

☛ When recruiting a new member of staff, we are scrupulous in respecting that no discrimination against sex, age, religion or any other factor is made.

☛Personnel Action Analysis: EPL analyzes its hires, promotions, and terminations to determine whether one or more groups are adversely affected by existing processes. Where potential adverse actions are identified, HR investigates and recommends corrective action.

☛Compensation Analysis: EPL conducts a statistical analysis of employee compensation and HR recommends corrective action where necessary.

### Actions to be implemented in the year 2020-2021

•Training of employees on the net EPL policy handbook.

•Training on the code of conduct handbook.



**Principle 7:** Business should support a precautionary approach to environment challenges.

**Principle 8:** Business should undertake initiative to promote greater environmental responsibility.

**Principle 9:** Business should encourage the development and discussion of environmentally friendly technology.

## ASSESSMENT, POLICY AND GOALS

We are committed to understanding and reducing our environmental impact on the world - starting with our own footprint through to working with our clients and advocating for change. Our environment strategy is a key element of our broader corporate responsibility strategy.

English press Limited Goods services continues to be heavily reliant on natural resources, in particular materials such as paper and paperboard. We continued our efforts in reducing waste by the application of our reduce-reuse-recycle philosophy.

This involves reducing the amount of packing material being used. English press Limited has a variety of packing training for employees which also educates them on the amount of material needed to be used to ensure that goods are properly protected. English press Limited has looked at a number of opportunities for reusing.

We have continued our efforts to recycle as much waste as possible and have built relationships with waste management companies looking at innovative ways to recycle different types of waste.

QEHS (Quality, Environment, Health and Safety) management system drives us to ensure that we are compliant on all environmental laws at EPL. The EHS function is in charge of company-wide environment, safety and health management, which includes defining and implementing EHs standards and initiatives.

English Press environmental management promotes the following principles:

- Ensuring compliance with relevant environmental regulations and legislation governing the responsible manufacture and supply of English press's products.
- Carrying out of environmental risk assessments to identify actual and potential environmental impacts emanating from our operations.
- Conducting environmental audits to evaluate the level of environmental compliance and the effectiveness of the applied environmental management system.
- Promoting the efficient use of resources such as energy, water, paper and production materials with due regard to the scarcity of natural resources and the environmental impact resulting from the utilization and application of such resources in

conducting our business activities.

- Monitoring and measuring the quality of air emissions and waste water discharge against benchmarked standards and legal requirements through accurate and effective systems of measuring, reporting and controls.
- The engagement of external experts or consultants to seeking dependent assurance on the levels of environmental compliance and/or for value-added advice on technically complex matters pertaining to environmental management.
- Responsible management of waste through the selection of effective and feasible methods of waste disposal.



## IMPLEMENTATION AND INITIATIVES

- We are environmentally responsible:
  - All our actions are safe for our neighbors and the environment.
  - We are committed to the health, safety, and security of our people and others directly impacted by our activities, and to protecting the natural environment where we operate.
  - We ensure sufficient risk treatment and control, especially in the areas of EHS

English Press monitors the status of environmental risks through review of material environmental management performance indicators at scheduled intervals.

The Environmental health and safety Committee assists the monitoring the adequacy of environmental management systems in English press and the extent to which these comply with relevant legislation.

The Environmental health and safety manager responsible for ensuring compliance with all relevant environmental legislation

Air quality been monitored once per year to study trends and to monitor the environmental impact. In order to the practices set forth in the series of environment system ISO14001

All employees in the office practice the 3R (Reduce, Reuse and Recycle) as encouraged by company management to support waste reduction.

Communication of the EHS policy through awareness session, poster and newsletter.

Periodic workplace inspections by our EHS committee.

We conducted our annual noise surveys to ensure that noise emitted doesn't exit exposure levels.

We monitor, collate and disseminate information relating to our environmental initiatives.

## MEASUREMENT OF OUTCOMES

English press has continued its recycling efforts of its waste.

English press made every effort to conserve energy through the effective monitoring of electricity usage and other utilities at its corporate office.

Statutory electrical inspection.

Energy audit completed.

Saving from the energy audit.

List of Environmental aspect-impact and control the significant impact.

Achievement of the objectives of Environment management system.

Periodic internal & External Audit conducted

EPL has not experienced any reportable incidents during the past year and has not been subject to any statutory notice or persecution

Noise level survey results indicated that the noise levels are generally within occupational exposure limits.

The environmental audit conclusion by the external independent auditor stated that the environmental performance had not deteriorated for 2018 as confirmed by the waste water analysis, noise and air quality surveys.

All our waste collectors are approved by NEMA and provide us with waste tracking documents.

All solid waste that is generated is segregated at the source into different streams : paper wastes put in paper waste cages

## Actions to be implemented in the year 2020-2021

Minimize energy costs

Raise awareness to employees to reduce energy consumption

Explore opportunities for renewable, alternate and new energy resources



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

## ASSESSMENT, POLICY AND GOALS

English Press has an uncompromising commitment to ethical behavior. English Press policies, procedures, and professional management of staff are designed to minimize vulnerability to fraud in financial transactions, reporting results and the procurement of goods and services.

EPL'S CEO sets the tone for our ethical culture by holding managers accountable, communicating policy and conduct expectations. Our CEO communicates with employees and managers about the importance of ethics and legal compliance. This "tone from the top"—combined with our Code of Conduct training and regular communications throughout helps to create an ethical and legally compliant culture.

Our policies on integrity and anti-corruption are essential for embedding integrity within our daily business. English press has a zero tolerance policy towards corruption and bribery. We have adopted this policy to communicate this message to all our employees to uphold it.

English Press's Code of Conduct strictly forbids any form of bribery or corruption (irrespective of

whether the recipient is a public official or an employee of a private customer). All EPL employees are expected to:

- Apply a zero-tolerance approach towards corruption, extortion and bribery.
- Behave honestly, be trust worth and set a good example.
- Do not pay or accept bribes in any form.
- Do not accept or provide gifts, invitations or other advantages which could create a possible conflict of interest.
- Do not engage directly or indirectly in fraud against any of our partners or government entities.
- Do not engage directly or indirectly in bribery.
- Refuse to pay any bribes, including small amount bribes or facilitation payments.

All employees are expected to complete training on the Code of Conduct when they join the company and annually thereafter. Employees are encouraged to raise ethical questions and concerns, and have multiple channels to do so—anonously, if they prefer—whilst actively ensuring any colleagues who may face accusations in this regard are given a fair and

free opportunity to be heard, with an unbiased and fair decision reached.



## IMPLEMENTATION AND INITIATIVES

☛ The Code of Conduct refers to EPL's Anti-Corruption and Anti-Bribery Policy, which sets out expected behaviour and reporting processes. The policy reiterates EPL's position against corruption and bribery, as set out in the Code of Conduct, and implements applicable anticorruption and anti-bribery laws.

English Press is committed to conducting all of its business in an honest and ethical manner and ensures that it meets its legal obligations and averts notices and eradicates corrupt practices, and collaborates to reduce opportunities for bribery and corruption.

All interactions with licensing & regulatory authorities are carried out in a transparent manner where no single member handles communications and all information is shared with the relevant staff and the Board of Directors where necessary.

English Press requires all employees at all times to act honestly and with integrity and to safeguard the resources for which they are responsible.

English Press does not tolerate any form of corruption and takes the most serious view of any attempt to commit corrupt practices by employees, contractors, agents and business partners.

➡ Cases of suspected corruption are to be properly investigated and appropriate action taken, including reporting to the appropriate authorities, disciplinary action, prosecution and active pursuit of recovery.

➡ EPL complies with all legislation related to ethics, corporate governance and anti-corruption.

➡ As member of various trade and industry bodies, we work with peers, partners and independent organizations to create transparent and level playing fields.

➡ Our code of conduct is made available to all employees, to foster an ethical culture based on our core values.

☛ To make sure that corruption practices are not developed EPL encourages Employees to report any suspicious activities and we have established confidential reporting channel to the HR office.

## MEASUREMENT OF OUTCOMES

➡ English Press has not been involved in any legal cases, rulings or other events related to corruption and bribery.

➡ All licenses obtained are accompanied with official receipts of the payments made to relevant authorities.

➡ EPL's financial reporting is verified by external auditors to ensure transparency and accuracy of accounting practices. Our books and accounts are subjected to statutory external audit annually.

➡ Every year we submit our accounts to independent external auditors who check that our accounts are correctly managed and that there are no discrepancies which could be related to bribery or corruption.

We did not receive any report of discrepancies in 2019.

### Actions to be implemented in the year 2020-2021

- Regular communications and guidance to employees.
- Development of a culture of regular, open discussions between employees and management.
- Review and develop anti-bribery processes and procedures.
- Continue to communicate English Press Anti-Bribery policy internally and externally.



## Overall Outlook

English press will continue to develop the initiatives it has launched and to introduce new measures in the coming reporting period.

In 2020-2021 we will continue progress towards our strategic goals and we will focus our efforts to ensure progress in 2021. The challenge presented by the economic environment is transforming our business. The speed of innovation across the entire business – from our manufacturing processes to product solutions - is accelerating to address these challenges, creating more value and enhancing competitiveness.

Sustainability will remain a key driver of value creation in English Press. English Press will be at the forefront in ensuring the needs of customers and markets are met in a sustainable way.



Contact us:  
**Let us know what you think**

As a valued stakeholder and report reader, your thoughts and concerns are important to us. We are interested in knowing what you think about our Communication on Progress and our performance overall as a responsible business. If you would like to send us any feedback on these issues, please write to us at [qmr@englishpress.com](mailto:qmr@englishpress.com)









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