

COMMUNICATION  
ON PROGRESS



This is our **Communication on Progress** in implementing the Ten Principles of the **United Nations Global Compact** and supporting broader UN goals.

We welcome feedback on its contents.



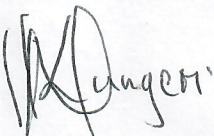
## EMANAGE AFRICA LIMITED COMMUNICATION ON PROGRESS 2021

### Statement of continued support for Global Compact by the General Manager

Since 2014, eManage Africa Limited has been a Member of the UN Global Compact and is committed to support the Ten Principles of the UN Global Compact pertaining to Human Rights, Labor Law, Environmental Protection and Anti-Corruption initiatives. As a company we are also committed to support UN Sustainable Development Goals.

eManage Africa Limited is committed to report openly and publicly the initiatives done concerning the Ten Principles of the UN Global Compact via Communication on Progress. to inform the employees, business partners and customers about its performance.

Blanche Kangeri,



General Manager.

**Brief description of nature of our Business**

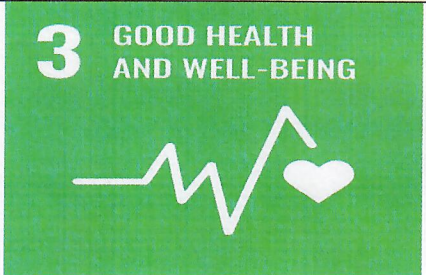
- eManage Africa Limited is a document storage solution company.
- The company offers innovative solutions in Data/Document Management, Storage and Protection needs of organizations in Kenyan sectors such as financial services, insurance, information technology, manufacturing, government, NGO's and media.
- The company is located at Atlantis Business Park along Mombasa Road, Nairobi Kenya.
- eManage is a medium scale company and has been in operation since 2006.
- The total number of employees is 37 where 24 are permanent staff while 13 are temporary staff.
- The company also provides internship to students from universities or colleges who wish to gain knowledge and experience in the sector.

**EMANAGE AFRICA LIMITED SUSTAINABILTY FRAMEWORK AND UN SUSTANABILTY DEVELOPMENT GOALS**

The **Sustainable Development Goals (SDGs)**, were adopted by all United Nations Member States in 2015 as a universal call to action to end poverty, protect the planet and ensure that all people enjoy peace and prosperity by 2030.

eManage Africa seeks to ensure that it’s business activities stipulated in the sustainability framework promote the UN Global compact and the Sustainable development goals(SDGs). The company operates in ways that ensure, fundamental responsibilities in the areas of human rights, labour, environment and anti-corruption are met.

Below is a table showing the interlink between the company’s sustainability framework with the UN global compact principles and the sustainable development goals.

<b>Emanage Africa SUSTANABILITY FRAMEWORK</b>	<b>UN GLOBAL COMAPCT PRINCIPLES</b>	<b>UN SUSTAINABLE DEVELOPMENT GOALS</b>
<p><b>Work Policies;</b> There are policies and procedures that have been established by the management and human resource department to promote staff welfare in the organization.</p>	<p><b>Human Rights:</b></p> <p><b>Principle 1:</b> Businesses should support and respect the protection of internationally proclaimed human rights</p>	 <p><b>3 GOOD HEALTH AND WELL-BEING</b></p>

<p>The company has also incorporated the Covid 19 guidelines in the work place to ensure a safe working environment for all staff</p>	<p><b>Principle 2:</b> make sure that they are not complicit in human rights abuses</p>	
<p><b>Employees and various Stakeholders</b></p> <p>EManage Africa seeks to empower both men and women by providing equal opportunities hence promoting Gender equality in the organizations</p> <p>EManage Africa ensures that all staff have been provided with good work conditions, payment of salaries on time, trainings to ensure staff are aware in all areas</p>	<p><b>Labor Rights:</b></p> <p>Principle 3: Businesses should uphold the freedom of association and the effective recognition of the right to collective bargaining;</p> <p>Principle 4: the elimination of all forms of forced and compulsory labour;</p> <p>Principle 6: the elimination of discrimination in respect of employment and occupation</p>	 
<p><b>Environment</b></p> <p>EManage Africa has ensured to provide access to clean water and sanitation.</p> <p>EManage Africa seeks to adhere to the Covid 19 rules to ensure hand hygiene in order to save lives</p>	<p><b>Environment Rights</b></p> <p>Principle 7: Businesses should support a precautionary approach to environmental challenges</p> <p>Principle 8: undertake initiatives to promote greater environmental responsibility</p>	
<p><b>Anti-Corruption Policy-</b></p> <p>eManage Africa has a policy for no bribery and corruption at all levels of the company</p>	<p><b>Anti-Corruption Rights</b></p> <p>Principle 10: Businesses should work against corruption in all its forms, including extortion and bribery.</p>	

## **UN 10 PRINCIPLES OUTCOMES**

### **1.0 HUMAN RIGHTS PRINCIPLE**

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

**Principle 2:** make sure that they are not complicit in human rights abuses

#### **Commitment**

eManage is committed to provide all employees with good and safe working conditions adhering to the Employment Act Kenya and International Human Rights

eManage is also committed that all guidelines relating to Covid 19 are implemented in the company to help save lives

### **2.0 Labor Rights Principle**

**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 6:** the elimination of discrimination in respect of employment and occupation

#### **Commitment**

eManage Africa is committed to policies and procedures that adhere to the labour laws of Kenya, International Labour Organization (ILO) Conventions and other International Standards.

The company seeks to promote open door policy where there is open communication, feedback and discussion at all levels. The company seeks to promote equal opportunity for both men and women.

The company usually conducts various trainings such as Fire and Occupational safety training and First Aid training. The trainings are done so that staff know the risks faced and how to prevent and mitigate the risks in the work place according to the policies and guidelines set

## **ACTIVITIES IMPLEMENTED IN 2020/2021**

- In Dec 2020 a fire drill training was conducted to sensitize employees on how to respond in case of fire. Staff were also trained on how to use a fire extinguisher and the different types of fire extinguishers.



- In January 2021 First Aid training was carried by a company certified by DOSH to ensure staff are aware of what to do in case an accident occurs in the workplace.



**Photo of First Aid training by Safe Pro limited**



**Photo of a practical session during the first aid training done Safe Pro Limited**

## **2.0 Environment Rights Principle**

**Principle 7: Businesses should support a precautionary approach to environmental challenges**

**Principle 8: undertake initiatives to promote greater environmental responsibility**

### **Commitment**

eManage Africa as a company is committed to ensure that water access is adequate and proper hygiene and sanitation is maintained. Occupational safety audits are also carried out to ensure that the workplace environment meet the requirement of the Occupational Safety Act 2007 and applicable rules

Protocols have been put in place to ensure workplace safety and health is maintained.

- Hand washing stations have been provided in the washrooms,
- Certified hand sanitizers have been availed in strategic locations for ease of access,
- Temperature screening for staff, contractors and visitors entering the workplace
- Good housekeeping has been observed in all sections of the workplace

#### **4.0 ANTI-CORRUPTION RIGHT PRINCIPLE**

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

##### **Commitment**

eManage Africa is committed to ensure a corrupt free environment. The company has a policy that strictly forbids employees from accepting any form of bribe from a contractor, supplier, customer, landlord, Partner, or otherwise.