



SALAMA FIKIRA INTERNATIONAL (K) LTD

UN Global Compact

Communication on Progress 2021

Prepared by:

Jane Mbugua
HR Manager.

2021

Comoros | Cyprus | DR Congo | Kenya | Mauritius | Mozambique | Nigeria | Senegal | Somalia | Tanzania | Uganda

Top Floor, Hardy Business Park, Koitobos Road, Langata, Nairobi, Kenya
enquiries@salamafikira.com | www.salamafikira.com

TABLE OF CONTENTS

INTRODUCTION 4

1. HUMAN RIGHTS PRINCIPLES 5

 1.1 Assessment, Policy and Goals..... 5

 1.2 Implementation 6

 1.3 Measurement of outcomes 7

2 LABOUR PRINCIPLES..... 8

 2.1 Assessment, Policy and Goals..... 8

 2.2 Implementation 8

 2.3 Measurement of outcomes 8

3 ENVIRONMENTAL PRINCIPLES..... 9

 3.1 Assessment, Policy and Goals..... 9

 3.2 Implementation 9

 3.3 Measurement of outcomes 10

4 ANTI-CORRUPTION PRINCIPLES 11

 4.1 Assessment, Policy and Goals..... 11

 4.2 Implementation 11

 4.3 Measurement of outcomes 12

2021

To our Stakeholders,

**Salama Fikira
Communication on Progress on Implementation of the 10 Principles of the UN Global Compact**

Salama Fikira International (Kenya) Limited is once again pleased to confirm and reaffirms its support of the Ten Principles of the United Nations Global Compact in the areas of Human Rights, Labour, Environment and Anti-Corruption.

This is our eighth annual Communication on Progress. In this report, we describe our actions to continually improve the integration of the Global Compact and its principles into our business strategy, culture and daily operations. We also commit to share this information with our stakeholders using our primary channels of communication.

Sincerely,



Conrad Thorpe OBE
CEO
Salama Fikira



INTRODUCTION

The Salama Fikira's operational objective is the provision of risk management and logistic services globally. We strive to make the Global Compact Ten Principles part of our business strategies and day-to-day operations.

It is our pleasure to present our Eighth Communication on Progress for the period of June 10, 2020 to June 10, 2021. With this document, we aim to make a public disclosure to our stakeholders on the progress Salama Fikira has made over the past year in implementing the ten principles of the UN Global Compact with respect to Human Rights, Labour, Environment and Anti-Corruption, and in supporting broader UN development goals.

To monitor our performance on this principles, all company activities are recorded from which the statistics can be collated. Returns for all tasks or office activities are provided. The company collates the number of leading and lagging indicators including items such as ABC, Human rights, environmental incidents and HSE.

In the reporting period, the company established on-line training system. New employees and consultants undertake general training which includes Human Rights and Humanitarian law, HSE, Anti Bribery and Corruption training in addition to introduction to SF Policies. The training is assessed and new personnel require to attain a pass mark and be certified to work for SF. Existing staff and consultants undertake an annual refresher course to reinforce and ensure that knowledge is up to date.

1. HUMAN RIGHTS PRINCIPLES

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

Salama Fikira International (Kenya) Ltd embeds human rights into all company operations and culture. The company seek to comply with both local and international laws. SF strives to ensure that its business activities, and those of its partners and suppliers, are consistent with these principles so as to avoid infringement of the universal human rights.

The company keenly abides by the Kenyan Constitution which endorses human rights and equality. SF have been ISO certified and currently run ISO 9001:2015, ISO 45001:2018, ISO 28007:2015 and ISO 18788:2015 with specific focus on land based security . We seek to continually improve our operations, policies and procedures to adhere to these Principles.

The company is a signatory to the International Code of Conduct (ICOC) for Private Security Service Providers. We are a certified member of the ICoCA Association. The ICoCA Secretariat confirmed that the company meets the membership requirements. As a Member of the ICoCA we have full participatory and voting rights. SF has established and will implement and maintain procedures to treat all persons with dignity and respect for their human rights and to report any non -conformance. The Company has developed a policy on Prevention of Sexual Exploitation and Abuse as part to enhance Human Rights within and outside the organisation.

SF continues to embrace the importance of actions consistent with the terms of the Voluntary Principles on Security and Human Rights (VPSHR), designed for companies in the extractive industries to promote and protect human rights and fundamental freedoms. SF has established a vendor management procedure to evaluate vendors' performance and adherence to human rights requirements. In addition, it has a comprehensive Standard Operating Procedures and Rules for the Use of Force that adhere to universal human rights. The company's employee handbook continues to emphasize on fair treatment of employees and details the reporting procedure for unfair treatment. This is reviewed and updated from time to time to comply with any changes in law.

SF Kenya has served as the SF Group Company HQ since inception in 2015. SF Group expanded to other regions the last 12 months. SF ensures that Human Rights training is undertaken in all other offices around the world and have started expansion of scope for ISO18788 certification to include other offices starting with Hong Kong.

Implementation

To monitor performance, the company collates the number of leading and lagging indicators which were revised and reporting include mandatory Human Rights reporting on each task through Post Task Submission and Post Transit Submissions. In addition, the company revised Human rights reporting and has made it easier for 3rd party to report any human rights incidents. In the event of a reported human right abuse, the reporting system is able to automatically alert the Directors in the company instantly.

To ensure the right to life is protected, the company delivers training on the Rules for the Use of Force (RUF) for all tasks using firearms. The RUF training is delivered as part of the maritime induction training, as part of pre-transit briefs, during refresher annual training, and during pre-project training. All land-based consultants are required to refresh on RUF before every task and acknowledge by signing. Over the course of the reporting period RUF training was provided to personnel, in maritime and land-based tasks.

All deployed personnel were also provided with a deployment personnel operational guidelines developed and published by SF. They guidelines are in form of easy to carry cards and an e-version. These guidelines provide guidance for opening of fire and use of force for armed personnel in addition to lifesaving rules, ABC, whistle-blower policy as well as emergency contacts in case of an incident.

The company has implemented Human Rights and Humanitarian law training as part of induction training for all our employees and consultants. This will be implemented throughout all our offices in Africa, Asia, Europe and America. It is available online. Modern Slavery & Training has been developed to create awareness and sensitise Employee and Consultants on Modern Slavery. In addition, the company has incorporated Prevention of Sexual Exploitation and Abuse and create awareness in regards to sexual exploitation and abuse.

In order that our employees, contractors and consultants can operate in an environment which ensures their safety and minimising occupational risk, the company attained OHSAS 18001 certification in the year 2014 and successfully transitioned to ISO 45001:2018 in the year 2020. This policy has been expanded across the company during the reporting period.

During this period, the company automated the feedback policy (including near misses, whistleblowing and grievances) on the company website and SF Microsoft SharePoint where employees and stakeholder are able to report with ease using the IT system.

We have the SF Safety day dubbed 'Paul Sedgeman's Health and Safety day which is held annually to enhance awareness of health and safety to its employees and contractors and emphasize the need to report any incidents that may cause unsafe conditions for employees, consultants and the public at large.

SF continues to implement human rights in its policies, including Occupational Health and Safety Policy, Bullying and Anti-Harassment Policy, Whistle blowing Policy, Compassionate Leave Policy, Non Discrimination, Equal Opportunity Policy and Grievance and Conflict Resolution Policy. The company is also creating a Human rights policy and procedures in line with the ISO 18788:2015 international standard.

These policies are now available on the Company's Microsoft SharePoint and is accessible to all employees.

The company has, in the reporting period established vendor management and published vendor management procedure which is to ensure that our suppliers are compliant with local and international law as well as with SF values. Part of the compliance is human rights and vendor audit is done at least annually.

SF CARP (Corrective Action Report Process) meetings are held monthly to discuss and review near misses and non-conformities, human rights or HSE incidents cases as they may be.

Measurement of outcomes

To date, SF has not been subject to any investigation or legal cases with regards to Human Right violations. Neither has there been any Human Rights violations feedback.



LABOUR PRINCIPLES

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 5: the effective abolition of child labour; and

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

Assessment, Policy and Goals

SF does not use forced or child labour

SF's HR Policies and procedures including the SF employee handbook clearly states the minimum employment age and outlines SF standards in regard to employee remuneration, grievance and conflict resolution. Employees have a right to join trade unions and as a company we have zero tolerance to any form of discrimination or harassment.

SF supports the International Labour Organisation (ILO) core conventions and complies with local labour regulations.

Implementation

SF has put in place the Training and Recruitment Policy which is strictly followed during the recruitment Process. The Company has a Local Content policy that is created to ensure that SF provides employment and economic development opportunities to local citizens as well as local industries.

SF introduced a vendor management procedure that seeks to ensure that the company's partners and suppliers adhere to the same standards of labour practices as does the company.

Vendor audit and evaluation is undertaken at least annually on all new and existing entities within the company's supply chain.

SF keenly implements the no discrimination policy and strict measures are put in place to ensure fair treatment of all its employees.

Measurement of outcomes

SF's local content is at 84% over the reporting period. It is important to note that the Local content percentage has been above 80% in the last 6 years. The SF target and objective is to have an improved local content percentage. This will be done as skill transfer to Local personnel continues and more projects that focus on engaging more local communities as well as provide training to local communities.

The company continues to conduct both external and internal audits to identify gaps and near misses so as to ensure total compliance of the policies and procedures.

No children are employed by the company.

To date, SF has not been subjected to any legal cases or statutory notices in regards to violation of principles. It does not have any ongoing labour disputes.

ENVIRONMENTAL PRINCIPLES

Principle 7: Businesses should support a precautionary approach to environmental challenges;
Principle 8: undertake initiatives to promote greater environmental responsibility; and
Principle 9: encourage the development and diffusion of environmentally friendly technologies

Assessment, Policy and Goals

SF supports environmental conservation and sustainability and hence undertakes operations that have minimal impact on the environment. This includes putting guidelines in place to ensure proper waste management activities, recycling, and protection of natural resources and reduction of water, air and land pollution. This is all controlled through SF's Environmental Policy and Environmental management system ISO 14001:2015.

Implementation

SF continues to incorporate internal mechanisms that ensure environmental sustainability and promotion of environmental conscious behaviour among its employees. These measures include:

- Incorporating environmental responsibility in its Corporate Social Performance such as supporting the Tsavo Trust project which works to secure the country's wildlife and the Rhino Ark Conservation charity that raises funds to protect Kenya's most critical mountain forests.
- Encouraging environmental stewardship among its employees in their behaviour such as minimal use of air conditioners, keeping the lights off unless absolutely necessary, double sided printing when printing is unavoidable, minimal use of colour printing, use of reusable kitchenware, reduction of fuel consumption on company vehicles, recycling and proper disposal of waste.
- Undertaking Dynamic Risk Assessments on each tasks to capture any environmental risks that may be present.
- Inclusion of environmental responsibilities to all employee in the job description.
- Signage around the office environment as reminders to preserve water and electricity.
- Ensuring that the Environmental Management policy is in line with legal legislation in our countries of operation.
- Involving all employees in Environmental Management and it is included in the job description
- Increased automation in SF hence reducing the use of paper, using and saving documents in digital forms.

SF is currently in the process of developing a base line study of the company activities from which targets and KPI can be developed to reduce emission in the future.

Measurement of outcomes

There is a great reduction on operational costs over the last year. The company established a hybrid working system where employees work from home or the office, by providing this option, has led to the overall reduction of use of fuel, electricity and water leading to conservation and reduced carbon emission.

Proper disposal of waste

SF has not had any environmental incident last year and has not been subject to statutory notices or prosecutions.

SF continues to hold CARP (Corrective Action Report Process) meetings to discuss and review near misses and non-conformities, environmental incidents cases as they may be.

SF has an environmental management system guided by ISO14001:2015 Standard. The company is currently due for a re-certification Audit. However, due to the business disruption as a result of C-19, this has been put on hold until further notice.



ANTI-CORRUPTION PRINCIPLES

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

Assessment, Policy and Goals

SF upholds to maintain its good reputation through lawful, honest and transparent practices.

The company is aligned to follow the following principles: Kenya Anti-Corruption and Economic Crimes Act, U.S Foreign Corrupt Practices Act, OAS Anti-corruption Convention, OECD Convention on Anti-Bribery, World Bank Anti-corruption standards, U.K. Anti-bribery Law Enhanced and the U.N. Convention on Corruption.

In addition to this, SF has a Code of Business Conduct, Anti-bribery and Corruption that sets out its expectations on the conduct of all its employees, consultants, suppliers, contractors, agents and partners. This code is updated annually to ensure compliance.

Implementation

SF continues to provide Anti-corruption and Bribery training to employees and consultants through induction training, meetings, briefings and distribution of company policy documents on the subject.

SF ensures that its suppliers uphold the same notion on anti-corruption and bribery. The company has implemented a vendor management procedure which entails a vendor on-boarding process after a vendor meets the minimum requirement. Anti-bribery and corruption is one of the requirements for a contractor that is approved to work with SF.

Once approved, monitoring is done as an on-going process through regular audits or at least annually.

The company requires its subcontractors to contractually abide by SF's ABC Policy.

The SF CARP (Corrective Action Report Process) meetings are held monthly to discuss and review near misses and non-conformities, including bribery and corruption cases as they may be.

Measurement of outcomes

The company Directors and other senior leadership team received advanced ABC training and Anti-competition training.

All new employees and consultants received basic level ABC training as part of induction and other employees received annual refresher training on ABC and Anti-competition training.

ABC aspects continues to be part of the vendor management procedure to evaluate their performance and adherence to anti-corruption and bribery policies.

No ABC incident was reported during the reporting period.

SF has not undergone any investigations, legal cases, rulings or any incidents on corruption or bribery.