



*The Voice of the Private Sector in Kenya*

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## COMMUNICATION ON ENGAGEMENT (COE)

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Period covered by your Communication on Engagement (COE)

**From: January 2018; To: December 2020**

**1. STATEMENT OF CONTINUED SUPPORT BY THE CHIEF EXECUTIVE OFFICER (CHAIRPERSON OR PRESIDENT OR THE HIGHEST EXECUTIVE OF THE NON-BUSINESS ENTITY OR ORGANISATION )**

Please use the box below to include the statement of continued support signed by your company's chief executive.

**EXAMPLE**

**June 2021**

To our stakeholders:

I am pleased to confirm that Kenya Private Sector Alliance (KEPSA) reaffirms its support of the Ten Principles of the United Nations Global Compact in the areas of Human Rights, Labour, Environment and Anti-Corruption.

In this Communication on Engagement, 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 sharing this information with our stakeholders using our primary channels of communication.

Sincerely yours,

Carole Karuga Kariuki

**CHIEF EXECUTIVE OFFICER**

## **2. DESCRIPTION OF ACTIONS**

### **Human Rights**

Please use the box below to describe **actions** your company has taken in the area of human rights. Examples include:

1. Harassment is generalized as insulting and degrading behavior or statements, which could be verbal, physical, deliberate, unsolicited and unwelcome. An employee who encounters such behavior from supervisors, fellow employees or other external parties should report the incident immediately to the supervisor or the HR department. If the harassment is from the CEO, an employee will be at liberty to report the incident directly to the Chairperson of the Human Resource Board Committee or the Board Chairperson.
2. KEPSA recognizes that the Human Immunodeficiency Virus/Acquired Immune Deficiency Syndrome (HIV/AIDS) and its related conditions pose significant and sensitive issues for employees in the workplace and that it is a chronic medical condition with grave socioeconomic implications. KEPSA does not tolerate harassment in the workplace. Employees who refuse to work with an employee who is HIV positive or who harass or otherwise discriminate against an HIV positive infected employee will be subject to supervisory counselling, discipline, corrective action up to and including contract termination.
3. An employee shall not sexually harass a member of the public or colleague. Sexual harassment includes: -
  - Making a request or exerting pressure for sexual activity or favours;
  - Making intentional or careless physical contact that is sexual; or
  - Making gestures, jokes or comments, including innuendoes regarding another person's sexuality.
4. Complaints on sexual harassment are handled confidentially and with sensitivity and due respect of both parties. Care is taken to protect the careers and reputations of both parties.
5. Sexual harassment is gross misconduct and where the offender is guilty S/he will be liable to disciplinary action. Employees subjected to sexual harassment may take legal action. A hearing will be conducted fairly with both parties given equal opportunity to put their case forward.
6. The organization provides support for employees who are sexually harassed as follows:
  - Guidance on handling sexual harassment.
  - Seek to resolve the problem informally
  - Counselling both parties on their future conduct where the problem has been resolved informally
7. Culture of inclusion: We aim to create a sense of belonging in staff members and fully engage them in the organization's business. This is incompatible with any type of bullying or harassment in the workplace and we have developed clear guidelines to deal with this seriously and impartially.
8. Whistle Blowing Policy-This policy is designed to enable employees of KEPSA to raise concerns internally and to disclose information which the individual believes shows malpractice or impropriety. All such disclosures are treated confidentially and sensitively.

9. KEPSA provides safe place of work; safe systems of work; safe tools and equipment; ongoing training in safe methods of work; Safe, positive supervision at all levels; periodic inspection of all KEPSA physical assets and activities; the investigation of all accidents, reporting of all hazards and the implementation of all practicable control measures to protect people and property and to encourage staff and engaged employees to implement sound health and safety principles in all their activities.
10. A small Health and Safety Committee who are trained on Health and Safety matters.
11. KEPSA has in place adequate plans to deal with accidents, explosions, fires, floods, terrorism and develop procedures to be followed in case of such events within the KEPSA offices.
12. All employees are informed of and are fully conversant with the emergency procedures.
13. Fire protection facilities have been provided in the various stations and are maintained as advised by Fire experts and Occupational Safety and Health team.
14. An employee who has been aggrieved by a decision affecting his terms and conditions of employment other than a matter of discipline is entitled, in the first instance, to seek an interview with his immediate supervisor to settle the matter. If the affected employee is not satisfied the outcome of the meeting with immediate supervisor, he/she shall submit a complaint in writing to his HoD, who will make a decision on the matter and communicate it, in writing to the employee. If the employee is still not satisfied, he/she may appeal to the CEO whose decision on the matter shall be communicated, in writing, to the employee. The issue can be forwarded to the KEPSA Board of Directors if they are not satisfied with the CEO's decision. The KEPSA Board of Directors decision on this matter shall be communicated to the employee in writing in case and shall be final. Any employee aggrieved by surcharge action may appeal in writing to the CEO.
15. Clean sanitation facilities for employees and visitors have been provided.

## **Labour**

Please use the box below to describe **actions** your company has taken in the area of labour.

Examples include:

1. KEPSA promotes equality of opportunity in employment and will not discriminate directly or indirectly against an employee on any grounds including race, sex, pregnancy, marital status, health status, ethnic or social origin, colour, age, disability, religion, conscience, belief, culture, dress, language, or birth.
2. KEPSA endeavours to have a gender-balanced organization by ensuring that not more than 2/3 of positions in its establishment are occupied by either gender.
3. All conflicts of interest and potential conflicts of interest are disclosed and managed correctly under this policy.
4. Integration of Diversity & Inclusion in all our people processes, ensuring diverse talent is considered in all recruitment and talent management decisions.
5. HIV and AIDS screening is not required as a precondition for an offer of employment.

6. It is the policy of the organization to attract and retain the most qualified and competent member of staffs for efficient and effective service delivery. KEPSA success depends on the quality and competencies of the member of staffs it engages. KEPSA shall, therefore, endeavour to recruit suitable qualifies and experience employees with the right skills and experience required to achieve its goals and objectives.
7. When the CEO has established the need for additional staff, s/he will work with the Head of HR to fill Form A2 (Recruitment Requisition Form A2- Request to create a new position). An interview panel comprising three or more persons is set up to interview to fill any vacant position. After all, candidates have been interviewed; the Panel shall reach a collective score/grade based on individual assessment of each candidate and, thereafter, make appropriate recommendations. The Interview Evaluation Form marks as the basis of the report on the interview.
8. The interview Report comprises; evaluation and assessment of each Panel member's recommendations of the successful candidate. Interview panellists are required to fill out and sign the official interview assessment forms (score sheets) for the record. Upon conclusion of the recruitment and selection process, the organization endeavors to appoint successful candidates as soon as possible.
9. Once the recruitment of the position is completed, the HR department sends letters of regret to the other candidates.
10. The remuneration policy seeks to adhere to salary and remuneration guidelines issued by the Government from time to time.
11. Salary grades are determined and approved by HR & Remuneration Board Committee. The HR & Remuneration Board Committee conducts periodic salary surveys to determine changes in the cost of living, market-rate and other cost-related matters with impact on employee's salaries.

## **Environment**

Please use the box below to describe **actions** your company has taken in the area of environment. Examples include:

1. Paperless office policy which minimizes the use of paper, subsequently preventing the trees from being cut thus protecting the environment.
2. Any printing that must be done should be double sided
3. Energy/electricity conservation measures are in place eg switching off the lights when not in use.
4. Clearly marked garbage points/providing dustbins for employees.
5. Working together with the government and other community partners in community clean-up exercises.

## **Anti-Corruption**

Please use the box below to describe **actions** your company has taken to fight corruption.

Examples include:

6. KEPSA observes zero tolerance to corruption under the provisions of the Prevention of Corruption Act (repealed)-Cap. 65.
7. Where an employee is offered a present or bribe in such a manner that, if accepted, would amount to a contravention of the Prevention of Corruption Act (repealed)-Cap. 65, the employee shall report the facts to the CEO as soon as possible.

## ***3. MEASUREMENT OF OUTCOMES***

In the box below, please include the most relevant indicators to **measure outcomes**. Examples include:

- Conflict of interest policy has been developed.
- Succession Plan for the organization developed to help retain the best talents and provide a pathway to leadership across different levels of the organization.
- KEPSA has been deeply involved in the development of key policy instruments for improving policy framework for private sector engagement in sustainable natural resource's use and green growth: the Sustainable Waste Management Policy and Bill, Extended Producer Responsibility Regulation's, Nairobi County Sustainable Waste Management Action Plan, Green Public Procurement Policy, Acceleration Framework for Business in Kenya to Green and Circular Economy.
- KEPSA has established and operationalized the Climate Business Information Network Kenya (CBIN-K) as one stop shop for climate change adaptation solutions and investments in Kenya.
- Over 1000 companies have signed the Business Code of Ethics through KEPSA coordination.
- Draft Regulations for implementing the Bribery Act developed with technical support of KEPSA.
- Formation of Anti-Illicit Trade Multi-Agency to combat illicit trade and provide market to genuine and legal trade in Kenya.
- Developed an Economic Management Framework for Covid-19 Response to coordinate private sector and government response against Covid and develop resilience.
- Partnership formalized with the Kenya Media fraternity in to conducting public debates on integrity and transparency. 5 debates conducted in the period under review.
- Expertise provided by KEPSA to the country Kenya SDG Inter-Agency Technical committee to further the goals of UN Global Compact and a Kenya Voluntary National Review that was presented in during the United Nations HLPF in New York.
- A Private sector Voluntary Report on SDG towards achieving the 17 goals
- Partnership formalized between KEPSA, MVO Netherlands to create awareness on sustainability, inspire business through good practice business cases to adopt sustainable and inclusive business practices.