



# UNITED NATIONS GLOBAL COMPACT

COMMUNICATION ON PROGRESS 2020-21



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A Tradition of printing Excellence





## 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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Period covered by our communication on progress June 2020 to June 2021. 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 2021 is available on our website [www.englishpress.com](http://www.englishpress.com)







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# CEO Statement of Continued Support

I am pleased to express our continued support to the UN Global Compact. We recognize our corporate responsibility to respect human and labour rights, to commit to environmental protection and to work against corrupt behaviour.

The year 2020 has been a year like no other that will be remembered for COVID-19 and other negatives more than it will be remembered for the good things that happened. From March 2020 the Government Directive to close all learning institutions until January 2021 as part of the Government's Coronavirus restrictions and this had an enormous impact on both our business, the industry in which we operate and the wider sectors.

“We are continually looking to improve our contribution across these areas and to learn from other participating businesses.”







Yet 2020 may also have been a turning point that will be recognized with the passage of time, the year when the world was forced to press 'pause', take stock and redefine the roles and responsibilities of governments and business in shaping a world that works for all, today and in the future.

We are seeing a world awakened to an incredible opportunity to reimagining and rebuild responsibly and sustainably, and, in turn, transform our global economy into one that works for the benefit of all. Our support for the principles has been reinforced this year by our adoption of a new purpose for people and our planet. Human rights, labour rights, the environment, safety and anti-corruption are all

integral to how we serve our purpose and meet our ambition.

The UN Global Compact continues to guide our approach and helps us to focus our efforts on shared principles. We are continually looking to improve our contribution across these areas and to learn from other participating businesses.

In this annual Communication on Progress, we describe our actions to continually improve the integration of the UN Global Compact and its principles into our business strategy, culture and daily operations. We also commit to share this information with our customers, employees, suppliers and other stakeholders

In 2021 we also commit ourselves to improve our products and processes in order to further align our goals and efforts to comply with the ten principles of United Nations Global Compact

This communication progress report covers the period of June 2020 to June 2021. I look forward to providing you with a further update on our progress in 2022.

**Mr. Kalpan Patel**  
Chief Executive Officer  
English Press Limited

# English Press at a Glance

**E**nglish 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 be 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.





# 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

English Press Limited supports and respects the protection of internationally proclaimed human rights and we show our commitment to providing a fair and safe workplace where we treat everyone with dignity and respect through fostering the talent of all our people; ensuring a fair working environment where opportunities are available to everyone. English Press Limited policies and guidelines include:

- Complaints/grievance procedures
- Employment agreements which outline conditions of employment
- Equal Employment Opportunity
- Leave policies including parental and sick/ career leave, sabbatical leave
- Remuneration
- Workplace harassment, discrimination, bullying and violence prevention

We aspire to conduct business in a way that values and respects the human rights of our colleagues, customers, suppliers and those of the communities in which we operate. We understand that manufacturing has a unique interaction with human rights and we have policies and governance processes in place to mitigate associated risks.

We hold ourselves, our service partners, and our supply chain accountable and are confident that as a responsible corporate business we are fully compliant.



We actively collaborate with reputable service partners and suppliers who embrace robust, fair, and ethical trading principles. We are committed to ensuring that our workers are not exploited and our work environment safe, abiding by all employment, health and safety, and human rights laws.


English Press Limited core values promote a positive work ethos. We seek to create an environment which attracts and retains the best possible employees, and in which they feel valued for their contribution to the company's performance. English Press Limited has ensured that its management team:

- Implements and observe codes of conduct, 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 a remuneration policy 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.
- Aim to develop policies that will support employees in balancing their work.



We want to support a culture of mutual respect and believe that diversity among our employees contributes to enrichment of ideas that drive innovation and progress. Workplace assessments direct our efforts to provide a safe and healthy workplace. We offer regular training to our managers and employees to minimize the number of work-related accidents and to increase awareness of mental health at work.

We have integrated our policy and procedures within Quality, Health, Safety and Environment (QHSE) because we believe this approach holds mutual benefits and supports a culture based on continuous improvement, cooperation and business efficiency.



# Policies

## Implementation and initiatives

- It is our responsibility as an organization to support a successful and sustainable society through giving quality and credible services.
- All policies are adhered to and should anyone be found to have breached these, disciplinary procedures are followed.
- EPL support sustainable development and commit to continuous improvement of Health, Safety, Environment and Quality issues in their operations, and actively work towards employees' safety.
- A standardized process of dealing with occupational accidents at EPL factory, documenting and communicating the

cause of the accident, how it occurred and which measures were taken.

- EPL's Health and Safety Management Department centrally coordinates the implementation of Safety programs and monitors compliance with the safety standards.
- We are very keen on the wellbeing of our staff that they are given the COVID-19 vaccine among others and also health checks.
- Health & Safety Standard with division-specific minimum requirements regarding occupational safety and health protection.
- The employees are also given frequent trainings on first aid as well as other emergencies like fire.
- We also make sure our employees understand our commitment to human rights and we hold an open-door policy throughout our business structure.
- It is very important to us that should our employees witness or experience any wrongful doing, it is easy for them to report and for us to take immediate action.
- There are guidelines to ensure fair resolution of disputes
- Manuals have been made available to all staff on sexual harassment
- In line with the UN Guiding Principles on Business and Human Rights, we have incorporated into our human rights policy commitments that reflect on international standards, as well as the ten principles of the UNGC.

- EPL respect human rights, comply with relevant ILO labour standards and relevant international human rights conventions.

## Measurement of outcomes

- No human rights violations were reported in the various available reporting channels in 2020-2021.
- The system we have in place allows us to quickly and effectively resolve any issues concerning human rights.
- 70% of employees completed the mandatory Code of Conduct and ethics training.
- We employ our staff depending on skills and suitability for the work and we stand against any discrimination based on gender, age, ethnicity, or nationality. At the moment our work force includes ages from 22 up to 60 years.
- Health is a human right; EPL therefore ensures safe and healthy working conditions at its factory. In 2020, the average number of sick-leave days per employee decreased to 3.8 from 2.8
- We have clear policies; regular training and robust processes to motivate employees to speak up if things don't seem right and they can raise these concerns with supervisors, Human resource department and the top management.
- All human resource policies and procedures are periodically reviewed to ensure that they are up to date and are in line with the Global compact principles.



- Increased engagement and consultation with English press interested parties
- English Press Limited supported different charity organizations.

## Actions to be implemented in the year 2021-2022

- Training for new employees regarding human rights
- Risk assessment and Environment Health & safety Audits
- Review of code of conduct and ethics
- Review of Policy hand book
- Review of the Human rights policy.





# 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 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

Labour rights are one of our human rights focus areas and we respect international standards and principles on labour rights including the ILO Declaration on Fundamental Principles and Rights at Work. Our commitments to respect the rights of our workforce and people working at our company are included in our code of conduct and ethics.

At English Press Limited we are passionate about providing an inclusive work environment where people are treated fairly and are empowered to do their best. People are our most important asset. We recognize that their health, safety and welfare, and that of others affected by our activities, is paramount. We strive to create a culture that is fit for human and where our employees are aware of carrying out internal standards to the real world.

English Press Limited supports and respects the freedom of association and the right to collective bargaining within national laws and regulations. We are opposed to all forms of human trafficking and child labour abuse and shall not employ or contract any forced or compulsory labour. We comply with the UN Guiding Principles of Business and Human Rights.

Employees of English Press Limited are able to enjoy freedom of association without fear of detrimental implications for their employment. These values are upheld in our equal opportunities policy. English Press Limited is committed to eliminating direct and

indirect forms of discrimination in relation to employment and occupation.

English Press Limited upholds an equal opportunities policy which applies to all aspects of employment including: recruitment and selection, employment opportunities, and promotion decisions. This policy highlights the expectation that all job applicants and employees are treated in the same way regardless of sex, sexual orientation, race, ethnic origin, colour, religion, disability, marital status or union membership status. Our internal processes ensure an objective perspective is taken in relation to all recruitment decisions and places emphasis on the individual's level of skill, qualification, experience and knowledge.

We believe that personnel diversity is a competitive advantage both in business operations and in competing for the best talent. We offer all our employees equal opportunities regardless of their gender, ethnic origin, age, political or other corresponding matters.

We are committed to respecting human rights and value all employees as individuals. We ensure a fair working environment. Retaining employees remains an important aspect of our business, our goal is to remain an attractive employer respecting, supporting and adhering to internationally proclaimed human rights

Besides adequate and safe working conditions, fair remuneration and the right of assembly and collective bargaining are high priorities for us. In accordance with principles 3, 4, 5 and 6 of the Global Compact English press:

- Recognizes the right of employees to be members of a trade union and negotiate pay and working conditions.
- Supports elimination of all forms of forced labour.
- Applies preventative procedures and practices to ensure that persons below the minimum age are not employed.
- Endeavors to prevent discriminatory practices and secure equal opportunities by means of the application of procedures and practices to prevent discrimination in connection with recruitment or dismissal, career development, training and education or the granting of staff benefits.

English Press Limited upholds a dignity at work policy which aims to foster an atmosphere of mutual respect in which staff can feel accepted,





able to work with dignity and to their full potential. We embrace the benefits of a diverse workforce.

All of these policies are clearly communicated in our employee and policy handbook, which is distributed to all employees. The handbook clearly outlines employees' ability to raise breaches of our policies, either informally or formally, with their line manager or human resources. A formal process is followed if discrimination is suspected or identified. Any breach of the policy will result in disciplinary action and may include dismissal.

## Implementation

- English Press Code of Conduct and ethics 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
- Zero tolerance to child labor
- We also have a human rights policy in place that addresses the following issues; Safety, Health and work place security, Forced and child labor, engagement with third parties, working hours and wages, Sexual harassment, Equality, Freedom of association and collective bargaining, Maternity protection, Non-discrimination, Guidance and reporting
- At English Press Limited, employees are allowed to express themselves in terms of their religious beliefs and Necessary support is provided.
- 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 45001 requirements.

## Measurement of outcomes

- In the year 2020, EPL has not been subject to any statutory notice related to labour or health and safety
- No Labor strike or any kind of unrest ever.
- Number of child worker is ZERO.
- Defined procedure for grievance management.



- 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 meeting with the employees during work hours and attend union seminars without pay deductions.
- 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.
- 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.

## **Actions to be implemented in the year 2021-2022**

- To strengthen our employee induction program and materials to help new employees feel supported.
- Review of HR procedures.
- To strengthen our on boarding of new employees





## Assessment, Policy And Goals

Environmental matters are of key concern to English Press which is reflected in all of the Company's operations. English Press operates according to an ISO 14001 certified Environmental Management System. 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 suppliers, and advocating for change.

The Company is still committed to environmental leadership in all its business activities and to preventing any negative impact that might come as a direct result of its operations. English Press is still committed to the responsible utilization of the natural resources it has been entrusted with.

English Press Limited is committed to protecting the environment by preventing pollution through reducing, proper disposal of waste, waste recycling and promoting the conservation of energy / natural resources. English Press Limited recognizes the importance of managing its waste responsibly by reducing the volume of waste generated and maximizing reuse and recycling of the waste where possible.

English Press Limited adopts the principles of the 'best practicable environmental option' in the delivery of its waste management services and applies a 'waste hierarchical approach', of reducing, reusing and recycling. This has been

# Environment

## Principles:

**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.

achieved by adopting the following practices but not limited to:

- Educating the workforce on waste avoidance, waste segregation and waste reduction.
- Avoiding single use materials.
- Using products with recyclable or reusable packaging;
- Buying paper from sources that use environment friendly ways of manufacturing paper and are Forest Stewardship Council (FSC) certified.
- Identification and segregation of recyclable materials.
- Avoiding the use of hazardous substances in preference for non-hazardous substances.
- Encouraging administration employees on double sided paper printing.
- Using rechargeable batteries.

English Press Limited ensures that all solid wastes emanating from its operations are handled, stored and disposed in a safe manner. English Press Limited has implemented an effective solid and liquid waste management system which includes.

- Identification of waste from each section
- Segregation of waste based on their nature
- Putting waste in respective labeled containers
- Collection of the waste containers from point of use
- Collection of the waste from the waste collection area by the contracted contractors.



- Keeping records of all the recyclable waste from production that goes for recycling.

Recyclable waste such as paper waste, paper reel cores, waste oil, polythene and plastic paper are collected by contracted contractors for recycling. English Press Limited ensures that waste tracking and reporting is conducted and waste tracking documents are issued to EPL by waste contractor/recycler/handler after disposing waste.

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

- 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
- 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 2021-2022**

- Minimize energy costs
- Raise awareness to employees to reduce energy consumption
- Explore opportunities for renewable, alternate and new energy resources.



# Anti-Corruption

## Principles

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

## Assessment, Policy and Goals

We consider responsible behavior and business ethics as the basic layer of all our activities. We are convinced that only by acting in a responsible and ethical way we can grow and maintain the trust of our stakeholders, which is the foundation of our continuing existence.

English Press is committed to acting with integrity and honesty in all aspects of its business dealings and prohibits any form of bribery and corruption. We have built our reputation on being ethical and trustworthy in our dealings with clients, partners, and suppliers. We uphold ethical practices and procedures in everything we are involved in.

English Press protects and fosters a culture of integrity individually and collectively. All employees commit to comply with English Press's Code of Conduct and Ethics. English Press has policies and procedures that provide

clear direction on English Press's expectations regarding ethical business conduct. This includes the following policies:

- Ethics Policy
- Anti-Bribery and Corruption Policy
- Conflict of Interest Policy

Supporting these policies is English Press's training for anti-bribery and anticorruption and the Code of Conduct and Ethics, aimed at increasing awareness and strengthening English Press's anti-corruption culture. Training on this policy forms part of the induction process for all new employees.

Our zero-tolerance approach to bribery and corruption is communicated to all suppliers, contractors, and business partners at the outset of our business relationship with them – and as





appropriate thereafter. English Press's Code of Conduct and ethics strictly forbids any form of bribery or corruption (irrespective of whether the recipient is a public official or an employee of a private customer).

## Implementation

- Any form of bribery is highly prohibited. No reports are altered under any circumstance, we have highly automated systems that ensures no illegal alterations are made as well as a team of well Trained and disciplined staff.
- English Press is committed to conduct all of its business in an honest and ethical manner and ensure that it meets its legal obligations and averts notices and eradicates corrupt practices, and collaborates to reduce opportunities for bribery and corruption.

- 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.
- Review and update of Anti-Bribery and Corruption Policy.

- Review carried out every two years.
- Mandatory Code of Conduct and Ethics training for all employees.
- 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 2021.

### **Actions to be implemented in the year 2021-2022**

- 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 2021-2022 we will continue progress towards our strategic goals and we will focus our efforts to ensure progress in 2022. 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.

# 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).









*In a good book ,  
the best is between  
the lines.*



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