



EXTRA DIMENSIONS
Innovate. Engage. Grow

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COMMUNICATION ON PROGRESS - YEAR 2021

MESSAGE FROM THE CHIEF EXECUTIVE OFFICER

To all our stakeholders,

It is with great pleasure and satisfaction that I once again reiterate Extra Dimensions Company Limited's commitment to the Ten Principles of the United Nation Global Compact in relation to Human Rights, Labour Rights, the Environment and Anti-Corruption. With the ever evolving business spaces and as a member of the United Nation's Global Compact we are more committed than ever to abide by the rules. We are continuously improving our business operation processes in a manner that defines who we are to our employees, partners, clients and the general public-an innovative organization.

The Organizational strategy, day to day operations and company culture are all geared to implement the Ten Principles of the United Nation Global Compact. As a result, in this annual Communication on Progress, we describe our actions towards continually improving the integration of the UN Global Compact and its principles into our business strategy, culture, and daily operations. With this communication, we also express our intent and desire to support, adhere to, promote and advance these principles further within our sphere of influence.

We also commit to disseminating this information to our key stakeholders using our primary channels of communication.

Thank you.

Sincerely,

Evelyn Wambui Njooora
Chief Executive Officer,
EXTRA DIMENSIONS COMPANY LIMITED.



DESCRIPTION OF ACTIONS

1. HUMAN RIGHTS.

UN Global Compact Principles covered:

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

Principle 2: Businesses should make sure that they are not complicit in human rights abuses.

1.1 Our commitment.

Extra Dimensions Company Limited continues to operate in line with the stipulated Human Rights practices under the UN Global Compact. We provide equal employment opportunities to all employees and applicants for employment without regard to race, color, ancestry, national origin, gender, sexual orientation, marital status, religion, age, disability or gender identity. Equal employment opportunity applies to all terms and conditions of employment, including hiring, placement, promotion, termination, layoff, recall, transfer, leave of absence, compensation, and training. Extra Dimensions expressly prohibits any form of unlawful employee harassment or discrimination based on any of the characteristics mentioned above. Improper interference with the ability of other employees to perform their expected job duties is absolutely not tolerated.

1.2 Assessment, Policy and Goals.

Here at Extra Dimensions, we uphold the belief that it is everyone's duty to protect the human rights of all people. We have a responsibility as an organization to respect and obey these rights, more so for those people to whom we render services including our employees, clients and general public. In an effort to follow the laid down policies, the company has identified areas which we believe are our biggest opportunities to impact human rights. These areas include; Human Rights in the workplace, when dealing suppliers, business partners and the local communities.

2. LABOUR

UN Global Compact Principles covered:

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

2.1 Our commitment:

Our company is committed to employee policies that are in adherence to the labour laws of Kenya, International Labour Organization (ILO) Conventions and other International Standards, eliminating all forms of labour malpractices and also enforcing a culture of being an equal opportunity employer. Extra Dimensions Company Limited maintains a work environment that empowers everyone to do their best work. A safe workplace inspires trust, respect and allows us all to contribute to success.. Discrimination, harassment, and unsafe working conditions diminish what we can achieve together. Child Labor is strictly not allowed in our organization. This is ensured through an elaborate vetting process of our potential W.e bring with us an uncompromising commitment to fairness, dignity and integrity.

2.2 Assessment, Policy and Goals.

- All employees consent to their appointment letters by signing to acknowledge their employment terms hence reducing any form of forced labour.
- Before employment, any eligible candidate is expected to produce the National Identity card or Passport to verify their age and hence minimizes any chances of employment of a child.
- At Extra Dimensions, we reject any form of forced labour within our staff. We understand and recognize the fact that for our staff to be productive, they should have willingly come on board as employees.
- Extra Dimensions strictly prohibits any form of Child labour.
- Employees' health and safety is ensured and communicated through training, placing warning signs and having active and regular health and safety meetings to discuss matters related to health and safety.
- The company grants employees their rights to observe any Calendar or Declared public holidays.
- The company grants maternity leave and paternity leave as required under Employment Act 2007 laws of Kenya.
- The company has provision for Sick-leave which is not deductible to any employee, the procedure is well defined to enable employee attend to their medical well being and take time off where required.
- The company has a well established HR department that caters for all employees inquiries, needs, suggestions and management of their welfare as well as their rights.

2.3 Implementation

- Extra Dimensions keenly implements a no discrimination policy and strict measures are put in place to ensure fair treatment of all its employees.
- An open-door policy has been implemented where employees are free to walk to the management and present their complaints and suggestions about the work place labour issues.
- We have put in place a more structured and documented policy which strives to maintain diversity by ensuring that staffs are hired based on merit.
- We have in place a transparent disciplinary process that gives either party freedom to air their grievance before a final decision is taken be it a gross misconduct or a general misconduct
- We have committed ourselves to ensuring any supplier or partner we work with must be having an outstanding Labour standards record.

3. ENVIRONMENT.

UN Global Compact Principles covered:

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.

3.1 Our commitment

Protecting the safety of our employees and visitors is the most important aspect of running our business. All employees have the opportunity and responsibility to contribute to a safe work environment by abiding by the environmental, health and safety policies and safe practices and by notifying management when any health or safety issues are present. All employees are encouraged to partner with management to ensure maximum safety for all. We also recognize the environment as a centre to the very existence of the human race hence our commitment to upholding high standards in environmental preservation and protection of the health and safety of our employees and visitors. The organization strives for a continuous improvement in environmental conservation.

3.2 Implementation

- Extra Dimensions provided Safaricom PLC with a Solar Hybrid Power Solution (Supply & played a key role in installation) for 17 BTS Sites (2020) and are currently providing Safaricom PLC with a Solar Hybrid Power Solution (Supply & played a key role in installation) for 420 BTS Sites that are located in diverse regions within Kenya. This is in support of their journey towards becoming Net Zero Carbon emitting by 2030 and our commitment towards making Kenya and Africa green which is ever strong.
- Our Offices are 90% Solar powered as most of our equipment run on solar powered energy.
- We have clearly marked out bins in our compound.
- Our waste is also separated to ensure proper waste management and support reusing and recycling.
- Regular and timely servicing and maintenance of our vehicles to ensure they are in good condition to reduce greenhouse gases emission.
- Continuously training staff on environment, safety and health related practices.
- Ensuring efficient use of resources at our disposal e.g. Power, water and fuel.
- Developing an environmentally friendly workplace for our employees. Our office compound is lush green!

4. ANTI-CORRUPTION.

UN Global Compact Principle covered:

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

4.1 Our commitment

We are committed to building a healthy business environment that is delivered with integrity and in line with our Company's Code of Conducts; as part of this we adopt a policy of zero tolerance to corruption in all of our business activities across our various operations. This policy applies to all of us, including those who act on our behalf as we as we are focused on achieving a high standard of ethical behavior in everything that we do.

This position underlies our signing up with the UN Global Compact and other initiatives that support the fight against this scourge.

4.2 Assessment, Policy and Goals.

- We continuously advise all relevant stakeholders to support and adhere to the UN Global Compact anti-corruption principle. We have even declined business in situations where the procurement process has been determined to be illegally influenced.

- All Our processes are guided by Policies and Process Documents.
- We Keep a regular and systematic check over all financial transactions.
- Safaricom PLC, Kenya Airways and Kenya Commercial Bank (KCB) being our major client have a comprehensive Code of Ethics that we comply with and practice.
- We have in place a Zero tolerance for corruption and all forms of bribery policy in all our business dealings.
- In cases where our staff are determined to have engaged in corrupt practices, relevant disciplinary measures are taken which range from warning letters to dismissal depending on the investigation findings.

MEASUREMENT OF OUTCOMES

1. Human Rights.

- Here at our company, we have created a culture of fairness and inclusion. We have an open communications policy that encourages employees to identify issues, make suggestions for improvements and receive feedback.
- We now have a well-informed staff body that understands their rights and know when, how and who to speak to in case they feel their rights are violated.
- Develop capacity building for various personnel and departments to ensure that the work force is adequate.
- We publicly share our company's commitment to human rights through our policies and statements such as the HIV Aids statement.
- No Human Rights violation case has been reported to us or the authorities by any member of our staff.

2. Labour.

- We have a diverse workforce that is non-discriminatory. We have witnessed a growth in the diversity of our workforce in terms of origin, gender, age and other factors. And we are proud of this!
- The HR department is more engaged as employees seek to better understand key labour standards' related issues.
- The Company's Code of Conduct and Employee handbook were both recently updated in September 2021.
- No incidence of forced or child labour as we employ adult and properly documented citizens above the age of 18 years as per the Kenyan employment act 2007.
- All staff are offered appropriate diversity and inclusion training. Training is a key component in supporting equality, diversity and inclusion. It helps to raise awareness, providing an understanding of the context and issues across a range of topics.

3. Environment.

- Operating on clean energy. Our offices are majorly solar powered, harnessing the sun's energy for our operations that include powering computers, printers, scanners and other electrical equipment.
- We have an updated environmental policy and safety working procedures dated July 2021.
- Natural illumination during daytime at our offices. In an effort to go green, our office building is designed to offer sufficient light during the day hence no lights are used. When needed, solar power is used for illumination.
- Successfully provided Safaricom PLC with a Solar Hybrid Power Solution (Supply & played a key role in installation) for 17 BTS Sites (2020) and are currently providing Safaricom PLC with a Solar Hybrid Power Solution (Supply & played a key role in installation) for 420 BTS Sites that are located in diverse regions within Kenya. This is in support of their journey towards becoming Net Zero Carbon emitting by 2030 and our commitment towards making Kenya and Africa green.
- Encouraging less water wastage in our day-to-day activities. Taps are not to be left running unnecessarily.
- Employees are informed on the importance of conserving the environment. We have creative reminders around the offices such as switch off your computers and switches when not in use.

4. Anti-Corruption.

- We have an updated anti-corruption and anti-bribery policy dated July 2021.
- We have embedded the Anti- Bribery Anti-Corruption policy (ABAC) in our culture, including our code of conduct and training. We have a zero tolerance for corruption and all forms of bribery policy in all our business dealings.
- Communicating to staff how important they are in preventing bribery and empower them to play a role in maintaining compliance - for example, by outlining whistleblowing procedures and red flags to look out for.
- In cases where our staffs are determined to have engaged in corrupt practices, relevant disciplinary measures are taken which range from warning letters to dismissal depending on the investigation findings.