



EMANAGE AFRICA LIMITED COMMUNICATION ON PROGRESS 2022

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.

Having participated as a company in the various trainings and modules hosted by the UN Global Compact Network Kenya, the trainings such as Target Gender Equality Programme and Measuring Progress have been very impactful. Best practices shared during the sessions were very interactive which helped to get to know the growth and challenges faced and how companies have resolved the challenges overtime

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.


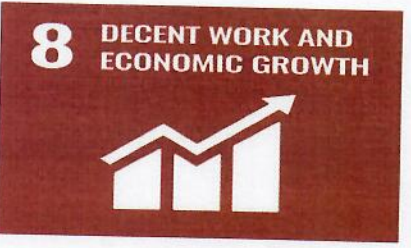

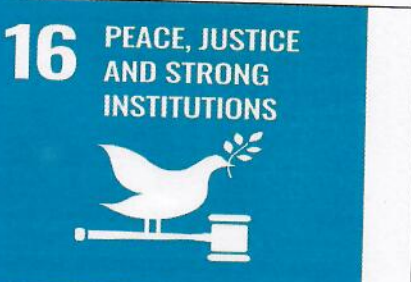
EMANAGE AFRICA LIMITED SUSTAINABILTY FRAMEWORK AND UN SUSTANABILTY DEVELOPMENT GOALS

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.

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

<p>are adhered to by all employees</p> <p>The company has also incorporated the Covid 19 guidelines in the workplace to ensure a safe working environment for all staff</p>	<p>Principle 2: make sure that they are not complicit in human rights abuses</p>	
<p>Employees and various Stakeholders</p> <p>EManage Africa seeks to empower both men and women by providing equal opportunities hence promoting Gender equality in the organization</p> <p>The company ensures that all staff have been provided with good work conditions, payment of salaries on time, trainings, team buildings, to ensure staff are aware in all areas</p>	<p>Labor Rights:</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>Environment</p> <p>EManage Africa has ensured to provide access to clean water and sanitation.</p> <p>The company seeks to adhere to the Covid 19 rules to help save and protect lives</p>	<p>Environment Rights</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>Anti-Corruption Policy-</p> <p>eManage Africa has a policy for no bribery and corruption at all levels of the company</p>	<p>Anti-Corruption Rights</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

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

The company 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 seeks to conduct various trainings such as Fire, Occupational Health and safety, First Aid training, Confidentiality, Code of Conduct. 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 2021

- In June 2021 There was a team building done to bring all staff together hence creating a strong bond for eManage Africa and our sister company AGS Kenya. This was mainly done to ensure Corporate Social Responsibility is encouraged in the workplace
Photos showing the team building session



- In June 2021 Occupational Health and Safety training was carried by a company certified by DOSH to ensure staff are aware of what health and safety means and how this is practiced in the workplace
- In Dec 2021 we also carried out a fire drill and staff were trained on how to respond in case of fire.

Photo showing the Fire drill talk session



- In June 2021 Fire training was also carried out to train staff practical ways on what to do in case of fire

Photos Showing Fire Training





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

CSR ACTIVITIES IMPLEMENTED IN 2021

- In Dec 2021 the company visited a Children's Home in Kayole to celebrate with the children and give donations. This was a way to give back to the society



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 any other stakeholder.