



WE SUPPORT

COMPLAST

Communication on Progress Year: 2021

Statement of Continued Support of the UN Global Compact

I am pleased to confirm that Complast Industries Limited supports the ten principles of United Nations Global Compact in respect to Human rights, Labour rights, Environment and Anti-corruption.

This commitment is our expression of intent to continue supporting and advance these principles within our sphere of influence.

Complast has also continuously produced quality and affordable products that have great impact on lives of Kenyan citizens and the global market at large. Particular emphasis is given to bottom of the pyramid market.

Lastly, we recognize that a key requirement for participation in Global Compact Network is the annual submission of Communication in Progress (COP) that describes our efforts to implement the 10 principles. We therefore commit to report on the progress annually according to the Global Compact Policy.

 **COMPLAST**

COMPLAST INDUSTRIES LTD.

Ajay N Gupta
CEO

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NAIROBI, KENYA

15.02.2022 TEL: 0722 201 971, 0733 632 840

Company	Complast Industries Limited
Sector	Manufacturing of Plastics and Rubber
Number of Employees	240
UN Global Compact Signatory since:	January 9 th , 2009
Contact Person	Ajay N Gupta
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Brief description of nature of business

Complast Industries Ltd, is a Kenyan resident private limited company, with its registered office and plant situated on Nadume Road, 06 (Off Lunga Lunga Rd.), industrial area, Nairobi. Established in 1995 as part of multinational group with operations in Angola and DRC, our operations have since continued to grow and today, we cater for not only Kenyan market but also east and central Africa.

We were the first company in East Africa to use the mono block injection moulding technology in the manufacturing of plastic furniture. We are the pioneers in the manufacturing of plastic furniture in this region. In addition to furniture, we also manufacture plastic household items, such as buckets and basins. Our larger items include crates and general-purpose bins.

Year	Milestone
August 1994	: Complast was formed.
December 1995	: Started Production
March 1998	: Partnered with Coca Cola Africa in marketing Coke - Branded furniture.
May 2001	: Achieved certification of Diamond mark of Quality - KBS Kenya
March 2006	: Partnered with East African Breweries in supplying branded furniture
January 2007	: Partnered with Celtel Malawi in marketing Celtel – Branded Tables
June 2007	: Formed strategic partnership with DCS Group of Denmark, through support from DANIDA
July 2008	: Enrolled for the certification program with Bureau VERITAS.
December 2008	: Achieved ISO 9001:2000 Certification. B.V - Certificate No. IND81349
August 2009	: Participating Member of United Nations Global Compact – World's Largest Corporate citizenship Initiative.
July 2010	: Upgrade to ISO 9001: 2008.
October 2011	: Received Award for the KPMG Top 100 Companies. Ranked No. 42 out of 100
October 2012	: Received Award for the KPMG Top 100 Companies. Ranked No. 89 out of 100.
October 2013	: Received Award for the KPMG Top 100 Companies. Ranked No. 60 out of 100.
October 2014	: Graduated to Club 101
October 2014	: Received Award for the KPMG Top 100 Companies. Ranked No. 60 out of 100
September 2015	: Recertification of ISO 9001: 2008.
January 2016	: Relocation of our Plant to Mombasa Road in an endeavor to expand our operations.
January 2017	: Signed a trip-lite CBA Agreement between the Employer, Employee and employers.
October 2017	: We have partnered with Blue Company, in an initiative to help eradicate corruption in private and public sectors
August 2018	: Upgraded to ISO 9001:2015.
July 2019	: Joined the Rai Group of Companies

Scope of this COP

This COP is a report for the period between January 2021 and December 2021 and covers all the ten principles of Global Compact.

It extends to all employees and suppliers and is intended to be communicated to all the stakeholders internal and external, namely employees, customers, suppliers and directors.

Human Rights

UN Global Compact principles covered:

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

Principle 2: Business should ensure that they are not complicit in human rights abuses

Current Human Rights

Commitment

Complast Industries is committed to the prevailing Global Compact Principles and recognizes basic human rights to its stake holders and human resources through the conduct of all its business activities

A brief description of our Processes or Systems

At Complast Industries Limited, we have a human resource department that is entrusted with the responsibility to ensure that all the requirements of Factory Act and workplace rules are complied. These include among others, safety, health and welfare of its employees. All heads of department also have to oversee implementation of the same.

Continuously engages employees through the monthly departmental meetings and quarterly employee's management forums.

Activities implemented in the last year 2021

1. We have continued to provide free lunch to all our staff amidst the covid 19 challenges ensuring that the meals are hygienic and prepared in a clean environment.
2. Recognition of employee of the month
3. Celebration of birthdays for all our staff on a monthly basis.
4. Organized Covid 19 vaccination for all our staff
5. Implemented monthly EHS committee meetings aimed at improving the health and safety of workers.
6. Implemented monthly departmental meetings aimed at improving the health and safety of workers.
7. Implemented weekly management meetings aimed at fostering team cohesiveness.
8. Issued Christmas hampers to all our staff.

	<p>Established the Core Values & Principles</p> <ol style="list-style-type: none"> 1. Integrity & Transparency 2. Positive Attitude 3. Trust & Respect 4. Team Work 5. Loyalty 6. Accountability <p>-Annual medical examination, carried out risk assessment of our factory, staff training in First Aid and Fire Fighting.</p> <p>Measurement of outcomes and value added for our company</p> <ol style="list-style-type: none"> 1. As a result of engaging a full-time company nurse and doctor, employees can access medical treatment faster reducing the number of sick leaves due to untreated illness. This has also reduced absenteeism hence increasing productivity. 2. Two staff went on maternity leave. 3. Increased productivity due to reward and recognition of staff.
<p>Future Human Rights</p>	<p>Activities planned for next year</p> <ol style="list-style-type: none"> 1. Training of staff on basic first aid skills. 2. Increase the number of females hire from current 12% to 15% 3. Conduct staff welfare day aimed at creating health awareness for all our staff 4. Conduct a motivational talk on financial literacy to assist employees in financial management 5. Issuance of job description to all our staff 6. Recognition of employee of the year as well as employee / teams of the month. The sole aim of this is to boost staff motivation

Labour Rights

<p>UN Global Compact principles covered:</p>	<p>Principle 3: Business should uphold the freedom of association and the effective recognition of the right to collective bargaining</p> <p>Principle 4: Business should support the elimination of all forms of forced and compulsory labour</p> <p>Principle 5: Business should support the effective abolition of child labour</p> <p>Principle 6: Business should support the elimination of discrimination in respect of employment and occupation</p>
<p>Current Labour Rights</p>	<p>Commitment We have standard policy of equal opportunity for all, irrespective of gender, race, status, tribe and disability. We apply 'fair' principle at all times. We at Complast respect and apply to the later fair practices in accordance with the Laws of Kenya and ILO rules and regulations. We believe in emotional intelligence where our employees are encouraged to speak frankly without fear of intimidation or being penalized.</p> <p>A brief description of our Processes or Systems It is our policy that all employees are made aware of their rights, which include sexual harassment, salaries and wages regulations, digital time checks, overtime, leave days. Overtime is on voluntary basis and rates paid as per the laws of Kenya. i.e., 1.5h on normal day, 2h on weekends and holidays. Sick leave approved as per doctors' recommendations. We do not employ minors and persons of 18 years and below. Pregnancy leave of 3 months plus annual leave with full pay is given to our female employees and two weeks paternity leave to male employees where applicable.</p> <p>Overtime is on voluntary basis and no employee is forced to perform overtime; it is subject to acceptance by staff to work extra time voluntarily.</p> <p>We have a policy on child labour, that we only employ staff above the age of 18yrs, upon production of ID Cards for Kenyan Citizens or Passport copy for Expatriates.</p> <p>Our employment process is based on media advertisement for senior positions and reference based for junior staff. Employment is given on merit basis.</p> <p>Activities implemented in the last year</p> <ol style="list-style-type: none"> 1. Issuance of staff loans 2. Upholding freedom of association by allowing union members to meet as and of when necessary. 3. Issuance of personal protective equipment to all staff 4. Monthly meeting with welfare committee to generally improve staff welfare 5. Annual medical examination conducted to review workers health. <p>Measurement of outcomes and value added for our company</p> <ol style="list-style-type: none"> 1. Improved employee employer relations 2. No discrimination, sexual harassment or gender violation cases reported in 2021

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Future Labour Rights	Activities planned for next year <ol style="list-style-type: none"> 1. It has been a challenge to us to level the gender imbalance, but we have vowed to continue ensuring that we bring the ratio to 50:50 male to female. Female staff increased from 27 to 31 2. Re-train the shop floor supervisors on the provision of labour laws and the safety regulations to enhance compliance and minimize injuries. 3. Closure of CBA (Collective Bargaining Agreement) and implementation
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Environment

UN Global Compact principles covered:	Principle 7: Business should support a precautionary approach to environmental challenges Principle 8: Business should undertake initiatives to promote greater environmental responsibility Principle 9: Business should encourage the development and diffusion of environmentally friendly technologies
Current Environment	<p>Commitments</p> <p>Complast is totally committed to ensuring that the best practices are in place for the environment protection in all aspects of our operations; focusing at our premises and immediate surrounding i.e., neighborhood.</p> <p>Complast Industries Limited complies with all the applicable legislation on environment in Kenya regulated by NEMA.</p> <p>A brief description of our Processes or Systems</p> <ol style="list-style-type: none"> 1. We conduct annual audit by independent external auditors (B.V) to ascertain impact of our production process in the environment. 2. We do have daily processes in place as recommended by external auditors to ensure that we are compliant on daily basis. 3. Data is collected on daily basis on wastage disposal and various analysis conducted and corrective action is taken immediately; if it exceeds the recommended levels. <p>Activities implemented in the last year</p> <ol style="list-style-type: none"> 1. Solar power put in place to enhance energy efficiency 2. Achieved ISO 14001 and ISO 45001 3. Staff engagement on ways to improve on reduction of domestic waste 4. Health and safety committee was reconstituted and old members were recognized before replacement. 5. ISO team was recognized by the management for their good work 6. NEEMA permit renewal process initiated 7. Oil spillage controlled measures strengthened 8. Scheduled energy audit

Complast Director planting tree on world environment day



Measurement of outcomes and value added for our company

1. First time we have disposed the waste in the recommended manner
2. General waste management was improved by focusing on recycling of waste through our sister company

	<ol style="list-style-type: none"> 3. We have enhanced our production process by acquiring low energy consumption machines with higher productivity thus reducing energy and material wastages. 4. Better waste handling / recycling of waste generated during production. This has greatly assisted in adhering to our principles of keeping the environment clean.
Future Environment	<p>Activities planned for next year</p> <ol style="list-style-type: none"> 1. Reduction of power consumption by focusing more on using solar 2. Quantification of waste generated 3. Energy audit 4. Harvesting of rain water 5. More focus on environment protection awareness 6. More plantation 7. Power conservation initiative minimizing waste generation 8. E-Waste recycling

Anti-corruption

UN Global Compact principles covered:	Principle 10: Business should work against corruption in all its forms, including extortion and bribery
Current Anticorruption	<p>Commitment</p> <p>At Complast, we are committed to good governance ensuring that all our policies and rules and regulations are geared towards good corporate governance and ethics; this shall be observed at all cost.</p> <p>A brief description of our Processes or Systems</p> <p>We have in place policy that we advocate to all our employees, customers, suppliers and stakeholders that no form of favour is given in turn for business contracts. We ensure and advocate for avoidance of any activity, investment, association or interest that might compromise our policies on governance. We do not shortcut to quality and ethics. Transparency and accountability are observed at all times and at all levels of management.</p> <p>Activities implemented in the last year</p> <ul style="list-style-type: none"> • Generated various SOP's to strengthen the processes • Recruiting of Group Internal Auditor last year has helped in sustaining and ensuring that no form of payment is made for activities that cannot be explained especially tenders and procurement. • We have external, independent auditors to verify our dealings / records. • Audits were carried out by External auditors who are our external auditors who are our financial and accounting process and data. • More focus on self-audit and random checks

	<p>Measurement of outcomes and value added for our company</p> <ol style="list-style-type: none"> 1. No fraud or corruption case encountered 2. Strengthened internal audit system 3. Employees take pride as the above recognition earns them respect and makes them feel responsible citizens of Kenya and the world at large. 4. Suppliers strongly feel encouraged by our practice and this has resulted in strengthening our relationships. 5. We have not encountered any violation. 6. Maintained a good corporate image of our company
Future Anticorruption	<p>Activities planned for next year</p> <ol style="list-style-type: none"> 1. A module called field assist to be implemented for sales people for instant ordering from the shops 2. More focus on SAP reports and training. Implement SAP for better transparency, accountability & daily tracking 3. We shall continue to hold engagement meetings with our staff and use the forum to highlight our commitment to fight corruption. 4. Publication of prequalification requirement for Suppliers / Customers. 5. In house education to be enhanced. <p>How do you intend to make this COP available to your stakeholders?</p> <p>We at Complast would like to make COP report made available to all our stakeholders.</p> <ol style="list-style-type: none"> 1. We shall include this report as part of our website. 2. We shall also want the COP uploaded to the UN Global Compact Website. 3. Copy of the COP will be available to our Customers and Suppliers on request. 4. Issues highlighted form part of reports to the directors and shareholders.
<p>Donations, awards</p> <p>We support the community in various activities among them are:</p> <p>We firmly believe in corporate social responsibility.</p> <p>We support and promote sports; activity we have supported and will continue to support next year are:</p> <ol style="list-style-type: none"> 1. Watamu Triathlon – we have supported this event for the last consecutive 3 years. 2. Donation of foods stuffs to schools and less privileged members of community amounting to US\$20,000/-. <p><u>Achievements</u></p> <p>Complast has now moved its plant / business to its newly constructed premises situated off old Mombasa Road.</p>	

