



Spark Communication Limited



Communication on Progress (CoP) 2021

Human Rights

Labor Standards

Environment

Anti-corruption

STATEMENT OF CONTINUED SUPPORT BY THE CHIEF EXECUTIVE OFFICER

21st February 2022

To our Stakeholders,

I am pleased to confirm that Spark Communication Ltd reaffirms its support of the Ten Principles of the United Nations Global Compact. We cover the respective areas, Human Rights, Labour, Environment and Anti-Corruption.

In this annual Communication on Progress, we describe our actions to continually improve the incorporation 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,

Babara Omwayi

A handwritten signature in black ink, appearing to read 'Babara Omwayi', with a stylized, cursive script.

CEO

UN GLOBAL COMPACT 10 PRINCIPLES

A. HUMAN RIGHTS

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

Principle 2 - Make sure businesses are not complicit in human right abuses

B. LABOUR STANDARDS

Principle 3 - Businesses should uphold freedom of association and effective recognition of the right to collective bargaining

Principle 4 - The elimination of all forms of forced and compulsory labor

Principle 5 - The effective abolition of child labor

Principle 6 - Eliminate discrimination in respect of employment and occupation

C. ENVIRONMENT

Principle 7 - Businesses should support a precautionary approach to environmental challenges

Principle 8 - Undertake initiatives to promote greater environmental responsibility

Principle 9 - Encourage the development and diffusion of environmentally friendly technologies

D. ANTI-CORRUPTION

Principle 10 - Businesses should work against all forms of corruption, including extortion and bribery.

A. HUMAN RIGHTS

Assessment, Policy and Goals

Spark Communication Limited follows and respects the proclaimed universal human rights especially the one that highlights, “Equal opportunities for all staff and non-gender & non-race discrimination”.

At Spark Communication Limited, we have our very own Employee Handbook that details our employee’s rights and resources within the organization, written in accordance with the Universal Declaration of Human Rights. At the hiring stage, these are also highlighted in the employer-employee contract.

The Employee Handbook is revised regularly, ensuring that we are up to date and on track with the Labor Laws in Kenya. We ensure that we take into consideration every individual’s growth which in turn reflected into the growth of the organization at large.

The Global Compact Self-Assessment Tool is used to assess the situation of Spark Communication Limited in relation with the ten principles of the United Nations Global Compact in the areas of human rights, labor standards, the environment, and anti-corruption.

The findings below are supported by both written and unwritten policies that are being improved on yearly.

Implementation

We provided a safe and healthy working condition as we followed health and safety procedures in place. Fire extinguishers were readily available, in case of a fire break out, we also had dedicated fire assembly units outside the office block and conducted drills occasionally. The workplace was cleaned in the morning and evening, to ensure clean and comfortable working conditions. We also had proper ventilation, lighting in the office and proper sanitation areas. We had a dispenser to provide safe drinking water for all staff round the clock.

Workers were entitled to paid sick leave. Female workers were entitled to no less than 12 weeks of paid maternity leave per child. Male workers whose wives bore children were also entitled to paternal leave for one month, to give them enough time to support their wives and toddlers.

The company granted compassionate leave to bereaved workers to ensure enough time for emotional recuperation. The company protected workers from workplace harassment including physical, verbal, sexual or psychological harassment, abuse, or threats. Workers were made aware of all workplace monitoring, with cameras.

We also committed to supporting a rescue center for sexually abused children- Mary Faith Children's Center in early 2022 and take it as a CSR project, providing them with food, rent,

clothing and school items, also visiting them regularly to give them encouragement where possible.

The company respected the privacy of its employees whenever it gathered private information.

Measurement of Outcomes

The Spark Communication Limited management team made a great effort to pay close attention to the measurement of outcomes on human rights issues.

During the reporting period, no cases of human rights violations or complaints were reported. Annual reviews are planned to monitor the progress of the company towards UNGC principles.

During the pandemic period of COVID-19, the company provided flexible work hours for all the workers to ensure they had more than enough time with their families. For the first 6 months, all the workers worked from home, thereafter had a rotational shift. Spark Communication Limited also gave infection control training sessions during the pandemic period. We also sanitized the premises and rearranged the office setup to ensure minimum risk of infection once we resumed.

Spark Communication Limited conducted Human Rights awareness program for the staff.

The staff got awareness of HIV/AIDS, human trafficking, birth spacing and sexual healthcare, child rights and human rights.

We have currently committed to Mary Faith children center as our lifetime CSR project.

Supporting them with food, rent, clothing and educational materials that they need.

B. LABOUR STANDARDS

Assessment, Policy and Goals

In accordance with the Labor Law & Regulations, a proper Employment Agreement between an employee and Spark Communication Limited is signed when a new employee is appointed.

Payments of Salary, Overtime Pay, and Obligations of employer and employees, and employees' rights are expressed in the Employment Agreement. We ensure that we comply with the minimum wage standards.

Spark Communication Limited is a company established with employees' trust, reliance, transparent structure and good governance.

All employees in Spark Communication Limited are given equal opportunities.

We also observe gender equality as the staff are equally balanced, 50-50.

Hiring and promotion of employees are based on criteria like academic qualifications, skills and track record.

We also provide temporary employment to college students that helps them to get work experience and earn something while studying.

Implementation

Spark Communication Limited stresses on the importance of equality at workplace and encourages freedom of speech and diversity in the workplace. We have an open office policy and any member of staff is encouraged to express their ideas freely.

Spark Communication has written guidelines to ensure that Labor Rights are respected and in case of violation of Labor Rights, the relevant authorities within the organization resolve such cases with the best interest of the neglected party at heart.

Spark Communication Limited has an effective communication system in place for Complaints/Suggestions to allow for communication between the Top Management and the Staff.

We have provided salaries that are convenient for basic needs of living conditions, and focused mainly on operational safety and employees' emotional security.

Measurement of Outcomes

Because of our open office policy, our staff feel encouraged to express their stress and feelings, and thereby allowing a healthier working environment.

No complaints were reported during this reporting period. Spark Communication treats all its employees with dignity and respect, and we do not use corporal punishment or threats of violence or other physical or mental abuse.

Spark Communication encourages the employees to take trainings in their areas of specialization on a monthly basis. We also have specialists who come on board once in two months to train on soft skills required in the market place. Since it is observed that training itself is not completely sufficient, coaching is also provided with real on-the-job examples.

The office trainings are provided not only by the resource person in the office but also by professionals from outside of the organization.

Our labour force is of persons aged 23 to 45, we take in interns yearly who are between 18 and 23 years.

The temporary employment we provide is for brand ambassador jobs, for which sometimes we face difficulties with managing them, things like turning up late for work and not being present at their stations at the times they are needed. We tried to put this under control by not paying them for the time they misconducted themselves, this, however, led to wrangles. We are working on ensuring that we hire committed and trustworthy people who will get the job done

C. ENVIRONMENT

Assessment, Policy and Goals

Spark communication Limited respects and fully supports the principles underlying Environment. Our management team is fully aware of the importance of environmental risks as well as its threats to current and future environment.

Spark Communication Limited is aware of the effects of environmental issues and it enforces the use of internet, emails and internal network among staff which reduces the wastage of paper.

Implementation

Spark Communication Limited is implementing the centralized electronic communication system through intranet, emails and shared network drives to reduce paper usage.

Spark Communication Limited uses a central water dispenser for drinking water to avoid the usage of disposable plastic bottles at our office.

Measurement of Outcomes

Monitoring the environmental footprint of company is done through the monthly electricity bill, water bill and purchase of papers and usage of resources.

Our Development team monitors expenditures on paper usage, petrol usage and electricity usage.

Spark Communication Limited is therefore saving energy in office rooms, we have great lighting in the offices, large windows, and we use minimal lighting electricity during the day. Hence, promotion clean energy in the environment.

D. ANTI-CORRUPTION

Assessment, Policy and Goals

Spark Communication promotes peaceful and inclusive societies for sustainable development. We have a zero tolerance towards any forms of corruption, bribery or collusion or any failure to report cases thereof.

Spark Communication is fully committed to integrity, fair dealing and adopts good corporate governance practices. Spark Communication Limited considers transparency among customers, employees and other companies and organizations as essential in having genuine relationship and clean dealings.

We ensure that we make mention of anti-corruption in contracts with business partners.

We ensure that the internal procedures support the company's anti-corruption statement.

Staff integrity is a must in the way Spark Communication Limited approaches every issue.

The company is against all forms of bribery not only among staff but also with outside companies and organizations.

Implementation

Spark Communication Limited creates a corporate culture based on honesty and openness. Policies are communicated to employees via standard internal communication tools.

Spark Communication Limited is against all forms of corruption and will work actively to ensure that this does not occur in the group's business activities. Over the past years, transactions have been audited by the Finance, Administration and HR department.

Staff training on company rules and policies includes policies related to gift acceptance and overall upgrading of moral.

We have our internal way of appreciating the employee of the month, this way, we upgrade moral internally to avoid the urge for sourcing other stream of illegal income.

Measurement of Outcomes

Corruption is kept to the minimum at Spark Communication Limited. Each and every employee is fully aware of all forms of corruption and practices anti-corruption and anti-bribery measures. We assess and evaluate the incidents reported and record the severity of the situation.