

SALAMA FIKIRA INTERNATIONAL (K) LTD

UN Global Compact

Communication on Progress 2021

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2022

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2022

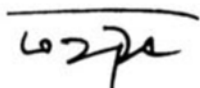
To our Stakeholders,

**Salama Fikira
Communication on Progress on Implementation of the 10 Principles of the UN Global Compact**

Salama Fikira International (Kenya) limited is once again pleased to confirm and reaffirms its support of the Ten Principles of the United Nations Global Compact in the areas of Human Rights, Labour, Environment and Anti-Corruption.

This is our ninth annual Communication on Progress. In this report, we describe our actions to continually improve the integration of the Global Compact and its principles into our business strategy, culture and daily operations. We also commit to share this information with our stakeholders using our primary channels of communication.

Sincerely,

A handwritten signature in black ink, appearing to read 'C. Thorpe', with a horizontal line above it.

Conrad Thorpe OBE
CEO
Salama Fikira

INTRODUCTION

The Salama Fikira's operational objective is the provision of risk management and logistic services globally. We strive to make the Global Compact Ten Principles part of our business strategies and day-to-day operations.

It is our pleasure to present our ninth Communication on Progress for the period of June 10, 2021 to June 10, 2022. With this document, we aim to make a public disclosure to our stakeholders on the progress Salama Fikira has made over the past year in implementing the ten principles of the UN Global Compact with respect to Human Rights, Labour, Environment and Anti-Corruption, and in supporting broader UN development goals.

To monitor our performance on these principles, SF has automated recording of all company activities from which statistics can be collated. Returns are provided for each task and all office-based activities. The company collates the number of leading and lagging indicators including items such as ABC, Human rights, environmental incidents and HSE.

In the reporting period, the company the company has continued to utilise the Microsoft SharePoint system for on-line training and to calculate performance against KPIs. New employees and consultants undertake general training which includes Human Rights and Humanitarian law, HSE, Anti Bribery and Corruption training. This training is assessed. New personnel need to attain a set pass mark to be certified to work for SF. Existing staff and consultants undertake an annual refresher course to reinforce and ensure that knowledge is up to date.

1. 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

Salama Fikira embeds human rights into all company operations and culture. The company continues to comply with both local and international laws. SF strives to ensure that its business activities, and those of its partners and suppliers, are consistent with these principles so as to avoid infringement of the universal human rights. The company has extensive portfolio of policies and procedures to ensure that the delivery of operations protects human rights.

In the past 12 months, the company has undertaken recertification of ISO 9001:2015 and ISO 18788:2015 with specific focus on land-based security. We seek to continually improve our operations, policies and procedures to adhere to these Principles.

The company has undergone re-certification as a member of the ICoCA Association. The ICoCA Secretariat confirmed that the company meets the membership requirements. As a Member of the ICoCA we have full participatory and voting rights.

Implementation

In addition to continuous improvement to monitor performance, through the automated systems that collates the number of leading and lagging indicators, SF has established a vendor management procedure that ensure that all our vendors adhere to human rights and have established a reporting system. If not available, the vendors are required to commit in writing that they will be governed by SF policies on Human rights.

To ensure the right to life is protected, the company delivers training on the Rules for the Use of Force (RUF) for all tasks using firearms. The RUF training is delivered as part of the maritime induction training, as part of pre-transit briefs, during refresher annual training, and during pre-project training. All land-based consultants are required to refresh on RUF before every task and acknowledge by signing. Over the course of the reporting period RUF training was provided to personnel, in maritime and land-based tasks.

All deployed personnel are provided with a deployment personnel operational guideline developed and published by SF. They guidelines are in form of easy to carry cards and an e-version. These guidelines provide guidance for opening of fire and use of force for armed personnel in addition to lifesaving rules, ABC, whistle-blower policy as well as emergency contacts in case of an incident.

The company has implemented Human Rights and Humanitarian law training as part of induction training for all our employees and consultants. This will be implemented throughout all our offices

in Africa, Asia, Europe and America. It is available online. Modern Slavery & Training has been developed to create awareness and sensitise Employee and Consultants on Modern Slavery. In addition, the company has incorporated Prevention of Sexual Exploitation and Abuse and create awareness in regards to sexual exploitation and abuse.

In order that our employees, contractors and consultants can operate in an environment which ensures their safety and minimising occupational risk, the company is ISO 45001:2018 certified.

The annual SF Safety Day- dubbed 'Paul Sedgeman's Health and Safety Day is used as a platform to provide information and enhance awareness of health and safety to employees and contractors and emphasize the need to report any incidents that may cause unsafe conditions for employees, consultants and the public at large.

SF continues to implement human rights in its policies, including Occupational Health and Safety Policy, Bullying and Anti-Harassment Policy, Whistle blowing Policy, Compassionate Leave Policy, Non-Discrimination, Equal Opportunity Policy and Grievance and Conflict Resolution Policy. The company is also creating a Human rights policy and procedures in line with the ISO 18788:2015 international standard.

These policies are now available on the Company's Microsoft SharePoint which is accessible to all employees.

The vendor management procedure ensures that our suppliers are compliant with local and international law as well as with SF value which include human rights.

SF CARP (Corrective Action Report Process) meetings are held monthly to discuss and review near misses and non-conformities, human rights or HSE incidents cases as they may be.

Measurement of outcomes

To date, SF has not been subject to any investigation or legal cases with regards to Human Right violations. Neither has there been any Human Rights violations feedback.

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 and compulsory labour;

Principle 5: the effective abolition of child labour; and

Principle 6: the elimination of discrimination in respect of employment and occupation:

Assessment, Policy and Goals

SF does not use forced or child labour

SF's HR Policies and procedures including the SF employee handbook clearly states the minimum employment age and outlines SF standards in regard to employee remuneration, grievance and conflict resolution. Employees have a right to join trade unions and as a company we have zero tolerance to any form of discrimination or harassment.

SF supports the International Labour Organisation (ILO) core conventions and complies with local labour regulations.

Implementation

SF has put in place the Training and Recruitment Policy which is strictly followed during the recruitment Process. The Company has a Local Content policy that is created to ensure that SF provides employment and economic development opportunities to local citizens as well as local industries.

SF introduced a vendor management procedure that seeks to ensure that the company's partners and suppliers adhere to the same standards of labour practices as does SF

SF conducts vendor audit at least annually on all new and existing entities within the company's supply chain.

SF keenly implements the no discrimination policy and strict measures are put in place to ensure fair treatment of all its employees.

Measurement of outcomes

SF's local content is at 84% over the reporting period. It is important to note that the Local content percentage has been above 80% in the last 7 years. The SF target and objective is to have an improved local content percentage through skill transfer to Local personnel and ensure that more projects focus on engaging local communities and provide training.

The company continues to conduct both external and internal audits to identify gaps and near misses so as to ensure total compliance of the policies and procedures.

No children are employed by the company.

To date, SF has not been subjected to any legal cases or statutory notices in regards to violation of principles and have no ongoing labour disputes.

ENVIRONMENTAL PRINCIPLES

Principle7: Businesses should support a precautionary approach to environmental challenges;
 Principle 8: undertake initiatives to promote greater environmental responsibility; and
 Principle9: encourage the development and diffusion of environmentally friendly technologies

Assessment, Policy and Goals

SF supports environmental conservation and sustainability and hence undertakes operations that have minimal impact on the environment. This includes putting guidelines in place to ensure proper waste management activities, recycling, and protection of natural resources and reduction of water, air and land pollution. This is all controlled through SF's Environmental Policy.

Implementation

SF continues to incorporate internal mechanisms that ensure environmental sustainability and promotion of environmental conscious behaviour among its employees. These measures include:

- Incorporating environmental responsibility in its Corporate Social Performance such as supporting the Tsavo Trust project which works to secure the country's wildlife and the Rhino Ark Conservation charity that raises funds to protect Kenya's most critical mountain forests.
- Encouraging environmental stewardship among its employees in their behaviour such as recycling and proper disposal of waste.
- Undertaking Dynamic Risk Assessments on each task to capture any environmental risks that may be present.
- Ensuring that the Environmental Management policy is in line with legal legislation in our countries of operation.
- Involving all employees in Environmental Management and it is included in the job description
- Increased automation in SF hence reducing the use of paper, using and saving documents in digital forms.
- Remote working, which has reduced use of motor vehicles.

SF aims to develop a base line study of the company activities from which targets and KPI can be developed to reduce emission in the future.

Measurement of outcomes

There is a great reduction on operational costs over the last year. The company has a hybrid working system where employees can work from home or the office. By providing this option, there is an overall reduction of use of fuel, electricity and water leading to conservation and reduced carbon emission.

Proper disposal of waste

SF has not had any environmental incident last year and has not been subject to statutory notices or prosecutions.

SF continues to hold CARP (Corrective Action Report Process) meetings to discuss and review near misses and non-conformities, environmental incidents cases as they may be.

ANTI-CORRUPTION PRINCIPLES

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

Assessment, Policy and Goals

SF is committed to maintaining its good reputation through lawful, honest and transparent practices.

The company is aligned to follow the following principles: Kenya Anti-Corruption and Economic Crimes Act, U.S Foreign Corrupt Practices Act, OAS Anti-corruption Convention, OECD Convention on Anti-Bribery, World Bank Anti-corruption standards, U.K. Anti-bribery Law Enhanced and the U.N. Convention on Corruption.

In addition to this, SF has a Code of Business Conduct, Anti-bribery and Corruption that sets out its expectations on the conduct of all its employees, consultants, suppliers, contractors, agents and partners. This code is updated annually to ensure compliance.

Implementation

SF continues to provide Anti-corruption and Bribery training to employees and consultants through induction training, meetings, briefings and distribution of company policy documents on the subject.

SF ensures that its suppliers uphold the same notion on anti-corruption and bribery. The company has implemented a vendor management procedure which entails a vendor on-boarding process after a vendor meets the minimum requirement. Anti-bribery and corruption are one of the requirements for a contractor that is approved to work with SF.

Once approved, monitoring is done as an on-going process through regular audits or at least annually.

The company requires its subcontractors to contractually abide by SF's ABC Policy.

The SF CARP (Corrective Action Report Process) meetings are held monthly to discuss and review near misses and non-conformities, including bribery and corruption cases as they may be.

Measurement of outcomes

All new employees and consultants received ABC training as part of induction and annual refresher training on ABC and Anti-competition training.

ABC aspects continues to be part of the vendor management procedure to evaluate their performance and adherence to anti-corruption and bribery policies.

No ABC incident was reported during the reporting period.

SF has not undergone any investigations, legal cases, rulings or any incidents on corruption or bribery.