

ENGLISH PRESS LIMITED

COMMUNICATION ON PROGRESS 2021-22

UN GLOBAL COMPACT

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Period covered by our communication on progress June 2021 to June 2022

In April 2012 English Press Limited committed itself to the United Nations Global Compact. This commitment includes supporting the ten principles of the UN Global Compact as well as reporting and communicating annually to its stakeholders on progress made to implement the principles.

English Press Limited (EPL) will continue supporting the United Nations Global Compact's 10 principles

English Press Limited COP 2022 is available on our website www.englishpress.com

CONTACT:

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Sector : Manufacturing – Printing-For quality print work on all forms of paper/board

Number Of employees: 500

UN GC signatory since: 2012/4/4

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CEO STATEMENT OF CONTINUED SUPPORT

I am pleased to reconfirm English Press Limited's support of the Ten Principles of the United Nations Global Compact, in the areas of Human Rights, Labour, Environment and Anti-Corruption.

Every year, we strive to strengthen our responsible management commitments, programs and disclosures in alignment with international standards. As such, we prepare our annual Communication on Progress to demonstrate the progress we have made over the past year, providing information on the commitments, initiatives and performance of our company with the aim of contributing to social and economic progress and the betterment of our communities.

The UN Global Compact continues to guide our approach and helps us to focus our efforts on shared principles. We are continually looking to improve our contribution across these areas and to learn from other participating businesses.

In this annual Communication on Progress, we describe our actions to continually improve the integration of the UN Global Compact and its principles into our business strategy, culture and daily operations. We also commit to share this information with our customers, employees, suppliers and other stakeholders

In 2022 we also commit ourselves to improve our products and processes in order to further align our goals and efforts to comply with the ten principles of United Nations Global Compact

This communication progress report covers the period of June 2021 to June 2022. I look forward to providing you with a further update on our progress in 2023.

Mr. Kaplan Patel

Chief Executive Officer

English Press Limited

ENGLISH PRESS AT A GLANCE

English Press Limited is your one stop print company, providing customers with high quality products and services including pre-press, printing, finishing, packaging and logistics solutions.

Founded 80 years ago, we have grown to one of be the largest ISO certified offset print house in the continent. Located in Nairobi, and built on a strong foundation of consistent quality and service, our values have enabled us to compete in the regional and international print market.

Our vision: Think of the Best...and Make it Better.

By investing heavily in both our people and our technology, English Press is able to provide a quality of service that we believe to be unmatched in the market.

English Press Limited consists of a team of about 500 personnel who are committed to delivering the highest standards of service. Our work ethic is founded on collaborative partnerships with publishers, clients and suppliers to provide efficient and effective print solutions.

At EPL, we firmly believe that by applying our skills, expertise and resources to different causes, we can not only make a difference in the world around us, but also catalyze other businesses to follow our lead. It is a goal that we strive for through our business strategy, our values and our every-day activities

HUMAN RIGHTS

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

English Press Limited is committed to the UN Global Compact's principles on human rights as expressed in our Code of Ethics, which states: English Press Limited respects the full range of human rights: The EPL supports the Universal Declaration of Human Rights, and our employees are never to be complicit in human rights abuses.

English Press Limited is guided by the UN Guiding Principles on Business and Human Rights and the Voluntary Principles on Security and Human Rights. It is a Signatory of the UN Global Compact. We elaborate on this commitment in a further policy document, our Human Rights Policy. The Human Rights Policy further supports the commitment to the Global Code of Conduct and outlines the principles and commitments by which EPL respects human rights throughout their business activities. It embodies our understanding of the significance of human rights to our company. In addition, our values drive the way we behave with each other, our clients, and our communities.

English Press Limited core values promote a positive work ethos. We seek to create an environment which attracts and retains the best possible employees, and in which they feel valued for their contribution to the company's performance. English Press Limited has ensured that its management team:

- Implements and observe codes of conduct, designed to protect employees from harassment or discrimination in any form, and to provide equality of opportunity.
- Ensure all employees are fully aware of such codes and that they comply with them.
- Operate a remuneration policy that is competitive and rewards good performance.
- Ensure all employees know what is expected of them and provide a framework which fairly measures performance and assists employees in developing their capabilities.
- Provide a safe work environment for all employees and ensure they fully understand their responsibilities in regards to health and safety.
- Aim to develop policies that will support employees in balancing their work.
- Support efforts to drive sustainable development, and we respect human rights standards.
- Foster a culture and working environment where our professionals treat each other with respect, courtesy, and fairness, promoting equal opportunity for all.
- We do not tolerate harassment or unfair discrimination in our working environments.

- We understand the broader impact that our work has on society, our professionals, and our clients, and we conduct business with those interests in mind

We want to support a culture of mutual respect and believe that diversity among our employees contributes to enrichment of ideas that drive innovation and progress. Workplace assessments direct our efforts to provide a safe and healthy workplace. We offer regular training to our managers and employees to minimize the number of work-related accidents and to increase awareness of mental health at work.

We have integrated our policy and procedures within Quality, Health, Safety and Environment (QHSE) because we believe this approach holds mutual benefits and supports a culture based on continuous improvement, cooperation and business efficiency.

Implementation and initiatives

- It is our responsibility as an organization to support a successful and sustainable society through giving quality and credible services.
- All policies are adhered to and should anyone be found to have breached these, disciplinary procedures are followed.
- A standardized process of dealing with occupational accidents at EPL factory, documenting and communicating the cause of the accident, how it occurred and which measures were taken.
- EPL's Health and Safety Management Department centrally coordinates the implementation of Safety programs and monitors compliance with the safety standards.
- We also make sure our employees understand our commitment to human rights and we hold an open-door policy throughout our business structure.
- It is very important to us that should our employees witness or experience any wrongful doing, it is easy for them to report and for us to take immediate action.
- In line with the UN Guiding Principles on Business and Human Rights, we have incorporated into our human rights policy commitments that reflect on international standards, as well as the ten principles of the UNGC.
- EPL respect human rights, comply with relevant ILO labour standards and relevant international human rights conventions.

Measurement of outcomes

- No human rights violations were reported in the various available reporting channels in 2021-2022.
- We employ our staff depending on skills and suitability for the work and we stand against any discrimination based on gender, age, ethnicity, or nationality. At the moment our work force includes ages from 22 up to 60 years.

- Health is a human right; EPL therefore ensures safe and healthy working conditions at its factory. In 2021, the average number of sick-leave days per employee decreased to 1.8 from 2.8
- We have clear policies; regular training and robust processes to motivate employees to speak up if things don't seem right and they can raise these concerns with supervisors, Human resource department and the top management.
- All human resource policies and procedures are periodically reviewed to ensure that they are up to date and are in line with the Global compact principles.

Actions to be implemented in the year 2022-2023

- Training for new employees regarding human rights
- Review of code of conduct and ethics
- Review of the Human rights policy
- Develop our risk assessment procedures in relation to the human rights impacts of EPL
- Review and develop training on Prevention of Sexual Exploitation and Abuse

LABOUR

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 labour and compulsory labour;

Principle 5: The effective abolition of child labour;

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

ASSESSMENT, POLICY AND GOALS

English Press Limited offers equal employment opportunities to qualified individuals without regard to race, religion, colour, national origin, sex, sexual orientation, physical / mental disability, and any other classification protected by the law. We are committed to maintaining high level and ethical human resource processes, as well as fair employment practices regarding non-discrimination, and compensation. We are committed to the following labour principles, as outlined in our Code of Business Conduct and Ethics and our Procedures:

- We foster a culture and working environment where our people treat each other with respect, courtesy, and fairness, promoting equal opportunity for all.
- We encourage and value a diverse mix of people, view-points, talents, and experiences.
- We create inclusive working environments that not only address individual needs, but allow our people to utilize their unique strengths.
- We do not tolerate harassment or unfair discrimination in our working environments.
- We do not tolerate forced or compulsory labour, child labour, harassment, including sexual or psychological harassment, threats, violence, or other disrespectful or inappropriate behaviour in the workplace
- We invest in our people to develop the professional knowledge and skills necessary for them to effectively perform their roles.
- We help our people reach their potential through investments in personal and professional development and support programs.
- We provide a safe work environment for our people and expect our clients to do the same

We respect the rights of our people to form and join trade unions for the protection of individual and collective interests. Diversity, equity and inclusion are key elements of our company strategy.

English Press Limited aims to create an environment that welcomes and respects the different perspectives of all our people, as well as those of our clients and our suppliers. English Press Limited inclusive culture means that our people feel part of the company and valued.

English Press Limited is committed to providing a professional and inclusive working environment in which all employees have accountability to treat everyone with respect and dignity. To achieve this all employees are expected to demonstrate behaviours in line with our core values and behavioural indicators: Integrity and Ethics; Collaboration and Teamwork; Commitment to People and Professionalism and Excellence.

We are committed to respecting human rights and value all employees as individuals. We ensure a fair working environment. Retaining employees remains an important aspect of our business, our goal is to remain an attractive employer respecting, supporting and adhering to internationally proclaimed human rights

Besides adequate and safe working conditions, fair remuneration and the right of assembly and collective bargaining are high priorities for us. In accordance with principles 3, 4, 5 and 6 of the Global Compact English press:

- Recognizes the right of employees to be members of a trade union and negotiate pay and working conditions.
- Supports elimination of all forms of forced labour.
- Applies preventative procedures and practices to ensure that persons below the minimum age are not employed.
- Endeavors to prevent discriminatory practices and secure equal opportunities by means of the application of procedures and practices to prevent discrimination in connection with recruitment or dismissal, career development, training and education or the granting of staff benefits.

All of these policies are clearly communicated in our employee and policy handbook, which is distributed to all employees. The handbook clearly outlines employees' ability to raise breaches of our policies, either informally or formally, with their line manager or human resources. A formal process is followed if discrimination is suspected or identified. Any breach of the policy will result in disciplinary action and may include dismissal.

Implementation

- We actively support a culture of development and performance, and create flexible, balanced workplaces that recognize the value of diversity and personal well-being.
- Our performance and career management program provides a forum that encourages ongoing conversations between employees and their supervisors on a host of topics, including career development and training.

- English Press Code of Conduct and ethics guides all employees in understanding the kind of activities that reflect our values and principles, not forgetting legal requirements.
- All new employees are familiarized with the Code during induction programs
- Zero tolerance to child labor
- We also have a human rights policy in place that addresses the following issues; Safety, Health and work place security, Forced and child labor, engagement with third parties, working hours and wages, Sexual harassment, Equality, Freedom of association and collective bargaining, Maternity protection, Non-discrimination, Guidance and reporting
- The importance of equality and diversity is highlighted in English Press Human Resource Policy and in the company's recruitment and remuneration principles.
- Our factory is managed and operated according to ISO 45001 requirements.

Measurement of outcomes

- EPL has not been subject to any statutory notice related to labour or health and safety
- No Labor strike or any kind of unrest ever.
- Number of child worker is ZERO.
- Defined procedure for grievance management.
- No violations on freedom of associations have been reported in the reporting period.
- Support employee and worker organizations and respected collective agreements.
- The shop stewards are allowed to hold meeting with the employees during work hours and attend union seminars without pay deductions.
- We take the safety and security of our employees very seriously, we set up annual staff training in fire and safety, all of our employees have the opportunity to take part in these training sessions.
- English Press has not been involved in any investigations, legal cases or other relevant events related to the contravention of the Global Compact Labor principles
- When recruiting a new member of staff, we are scrupulous in respecting that no discrimination against sex, age, religion or any other factor is made.
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Actions to be implemented in the year 2022-2023

- To strengthen our employee induction program and materials to help new employees feel supported.
- To strengthen our on boarding of new employees

ENVIRONMENT

PRINCIPLES:

Principle 7: Business should support a precautionary approach to environment challenges.

Principle 8: Business should undertake initiative to promote greater environmental responsibility.

Principle 9: Business should encourage the development and discussion of environmentally friendly technology.

ASSESSMENT, POLICY AND GOALS

Consistent with our commitment as a responsible corporate citizen to contribute to sustainable development, our Code of Conduct confirms that we exercise a systematic approach to health, safety, quality and environmental management in order to achieve continuous performance improvement and compliance to relevant legislation, regulations and guidelines.

We recognize the importance of supporting global initiatives aimed at protecting the environment and conserving natural resources. Our environmental management protocol also acknowledges that the responsible management of the environment is an integral part of the sustainability of our operations and confirms that environmental management, protection and conservation will be incorporated into our company and be promoted by the following principles:

- Ensuring compliance with relevant environmental regulations and legislation governing the responsible manufacture and supply of our products;
- Conducting environmental risk assessments to identify actual and potential environmental impacts emanating from our operations;
- Conducting environmental risk assessments and/or audits to evaluate the level of environmental compliance and the effectiveness of the applied environmental management system;
- Promoting the efficient use of resources such as energy, water, paper and production materials with due regard to the scarcity of natural resources and the environmental impact resulting from the utilization and application of such resources in conducting our business activities;
- Monitoring and measuring the quality of air emissions and wastewater discharge against benchmarked standards and legal requirements through accurate and effective systems of measuring, reporting and controls;

- The engagement of external experts or consultants to seek independent assurance on the levels of environmental compliance and/or for value-added advice on technically complex matters pertaining to environmental management;
- Responsible management of waste through the selection of effective and feasible methods of waste disposal which are aligned to the waste hierarchy;
- Implementing robust waste management control systems to safeguard raw materials, packaging materials and finished goods against unauthorized use and to ensure that these waste products are disposed of in accordance with required specifications in a controlled manner;
- Promoting extended producer responsibility in a pragmatic manner and ensuring compliant waste management principles and practices are implemented throughout the supply chain until the final disposal of waste material by an approved and accredited waste management service provider
- Enhancing environmental training and awareness for our employees and contractors to encourage responsible environmental practices in the workplace, which, in turn, support the preservation of the broader environment within which the Company operates.

Our policies are reviewed and updated in approximate one-year cycles, in order that we embrace the concept of continual improvement. Our Code of Ethics includes a clear statement that we will conduct business in a manner that provides for the protection of the environment.

We say that we will, as practicable, continue to reduce the environmental impact of our operations and support the transition to a low carbon economy by using resources as efficiently as possible and by educating and motivating our colleagues to be environmentally responsible.

English Press Limited commitment to the environment is also outlined in the environmental aspects of our Health, Safety and Environmental Policy. The policy makes a commitment to “safeguarding the health, safety, security and overall well-being of our people, our clients and the communities who may be affected by our operations”. It adds that: Emphasis must also be placed on protecting the environment and acting in a socially responsible manner, in compliance with applicable laws and regulations to ensure our activities have a positive impact on our neighbours and society.

Measurement of outcomes

- English press has continued its recycling efforts of its waste
- Statutory electrical inspection.
- List of Environmental aspect-impact and control the significant impact.
- Achievement of the objectives of Environment management system.
- Periodic internal & External Audit conducted

- EPL has not experienced any reportable incidents during the past year and has not been subject to any statutory notice or persecution
- Noise level survey results indicated that the noise levels are generally within occupational exposure limits.
- The environmental audit conclusion by the external independent auditor stated that the environmental performance had not deteriorated as confirmed by the waste water analysis, noise and air quality surveys.
- All our waste collectors are approved by NEMA and provide us with waste tracking documents.
- All solid waste that is generated is segregated at the source into different streams: paper wastes put in paper waste cages

Actions to be implemented in the year 2022-2023

- Minimize energy costs
- Raise awareness to employees to reduce energy consumption
- Explore opportunities for renewable, alternate and new energy resources.
- Reduce our total emissions with at least 10% compared to the 2022 level
- Reduce waste with at least 5%
- Further develop and implement digital solutions that can contribute to more sustainable and environmentally-friendly operations at all levels

ANTI-CORRUPTION

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

ASSESSMENT, POLICY AND GOALS

We have a zero-tolerance approach to unethical behaviour and are committed to ensuring that the English Press Limited and its employees upholds our laudable reputation. We foster honesty, integrity and fairness in all aspects of our business and expect the same in our relationships with all those with whom we do business.

We are committed to the fight against bribery. As a result, it is unacceptable for any employee or agent of Aspen to directly or indirectly offer, pay, solicit or accept bribes in any form.

Business integrity goes beyond compliance with the law, and involves the application of our core values. English Press Limited does not pay bribes directly or indirectly and does not engage in any acts of corruption including the facilitation of tax evasion. EPL' employees are expected to use their judgement not just to avoid malpractice but to promote good practice in accordance with the company's commitment to high standards of integrity.

We elaborate on this statement in our Anti-Bribery and Anti-Corruption Policy. The policy covers: bribes and kickbacks; facilitation payments; public officials; gifts, hospitality and expenses; personal conflicts of interest; charitable donations; political activities; business relationships; and audits and accounts.

Supporting this policy is English Press's training for anti-bribery and anticorruption and the Code of Conduct and Ethics, aimed at increasing awareness and strengthening English Press's anti-corruption culture. Training on this policy forms part of the induction process for all new employees.

Our zero-tolerance approach to bribery and corruption is communicated to all suppliers, contractors, and business partners at the outset of our business relationship with them – and as appropriate thereafter. English Press's Code of Conduct and ethics strictly forbids any form of bribery or corruption (irrespective of whether the recipient is a public official or an employee of a private customer).

Implementation

- Any form of bribery is highly prohibited. No reports are altered under any circumstance, we have highly automated systems that ensures no illegal alterations are made as well as a team of well Trained and disciplined staff.
- English Press is committed to conduct all of its business in an honest and ethical manner and ensure that it meets its legal obligations and averts notices and eradicates corrupt practices, and collaborates to reduce opportunities for bribery and corruption.
- English Press requires all employees at all times to act honestly and with integrity and to safeguard the resources for which they are responsible.
- English Press does not tolerate any form of corruption and takes the most serious view of any attempt to commit corrupt practices by employees, contractors, agents and business partners.
- Cases of suspected corruption are to be properly investigated and appropriate action taken, including reporting to the appropriate authorities, disciplinary action, prosecution and active pursuit of recovery.
- EPL complies with all legislation related to ethics, corporate governance and anti-corruption.
- As member of various trade and industry bodies, we work with peers, partners and independent organizations to create transparent and level playing fields.
- Our code of conduct is made available to all employees, to foster an ethical culture based on our core values.
- To make sure that corruption practices are not developed EPL encourages Employees to report any suspicious activities and we have established confidential reporting channel to the HR office.

Measurement of outcomes

- English Press has not been involved in any legal cases, rulings or other events related to corruption and bribery.
- Mandatory Code of Conduct and Ethics training for all employees.
- EPL's financial reporting is verified by external auditors to ensure transparency and accuracy of accounting practices.
- Every year we submit our accounts to independent external auditors who check that our accounts are correctly managed and that there are no discrepancies which could be related to bribery or corruption. We did not receive any report of discrepancies in 2016.

Actions to be implemented in the year 2022-2023

- Regular communications and guidance to employees.
- Development of a culture of regular, open discussions between employees and management.

- Review and develop anti-bribery processes and procedures.
- Continue to communicate English Press Anti-Bribery policy internally and externally.

OVERALL OUTLOOK

English press will continue to develop the initiatives it has launched and to introduce new measures in the coming reporting period.

In 2022-2023 we will continue progress towards our strategic goals and we will focus our efforts to ensure progress in 2023. The challenge presented by the economic environment is transforming our business. The speed of innovation across the entire business – from our manufacturing processes to product solutions - is accelerating to address these challenges, creating more value and enhancing competitiveness.

Sustainability will remain a key driver of value creation in English Press. English Press will be at the forefront in ensuring the needs of customers and markets are met in a sustainable way.

Contact us:

Let us know what you think

As a valued stakeholder and report reader, your thoughts and concerns are important to us. We are interested in knowing what you think about our Communication on Progress and our performance overall as a responsible business. If you would like to send us any feedback on these issues, please write to us at qmr@englishpress.com.