



Secure Tomorrow

Minet

Aon | Global Network Correspondent

UNGC – Minet Kenya Communication on Progress

Period covered by your Communication on Progress (COP)

From: Aug 2021 To: Aug 2022

**1. STATEMENT OF CONTINUED SUPPORT BY THE CHIEF EXECUTIVE OFFICER
(CHAIRPERSON OR PRESIDENT OR THE HIGHEST EXECUTIVE OF THE NON-BUSINESS
ENTITY OR ORGANISATION)**

22nd Aug 2022

To our stakeholders:

I am pleased to confirm that Minet Kenya Insurers Brokers Ltd reaffirms its support of the Ten Principles of the United Nations Global Compact in the areas of Human Rights, Labour, Environment and Anti-Corruption.

In this Communication on Progress, 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 sharing this information with our stakeholders using our primary channels of communication.

Sincerely yours,

Sammy Muthui

MANAGING DIRECTOR

INTRODUCTION

Incorporated in 1954, Minet Kenya Insurance Brokers is a limited liability Company and has been in Kenya for over 50 years. We have over 400 corporate clients and a constantly growing retail book in our portfolio.

We are a trusted pan-African advisor that meets the uncertainties of tomorrow by delivering risk and human capital solutions today. As the largest Aon Global Network Correspondent, Minet has access to a network of over 50,000 colleagues in 120 countries as well as proprietary data, research and analytics which enable us to manage and secure the risks of tomorrow and provide clients with an unrivalled advantage.



Minet Kenya Insurance Brokers is a service driven organization which aspires to meet the highest standards expected by our clients. We have dedicated ourselves in providing high quality insurance broking services.

Minet Kenya through its Aon global correspondence network is the largest human capital and advisory firm in the world with offices in more than 120 countries. Aon is the pre-eminent global human capital services firm with enhanced solutions, innovative thinking, and exceptional service delivery.

With a total staff compliment of over 350 in Kenya, our experience and proven track record is unparalleled. We are also governed by strict ethical and professional codes recognized internationally.

We provide solutions that deliver long-term value to clients of all sizes, and across all industries. Our singular focus being on our clients; we deliver distinctive value, top-rated customer service, and measurable business impact.

2. DESCRIPTION OF ACTIONS

Human Rights

At Minet, our values underpin all our relationships. They are what binds us as a team and inform all our behaviour and relationships with each other and our stakeholders. We live by these core values



Our values are embedded in the acronym HEART – Honesty, Expertise, Agility, Respect and Teamwork. These values are at the Heart of everything we do.

All staff members are expected to live our values. Harassment or discrimination of any kind is not tolerated. This includes sexual, cultural or any other type of behavior that is hostile, disrespectful, abusive and/or humiliating. All managers and supervisors are expected to immediately report to the Human Resources and/or Group Legal & Compliance Department all sexual harassment complaints (both formal and informal). This is referenced in our company policy. Our key parameters are as follows: -

- Live Our Values
- Deliver Distinct Client Value
- Develop Unmatched Teams
- Build Differentiated Capability Through Innovation
- Deliver Business Results with Excellence

Minet has provided a safe working environment and ensures the premises are safe for use by having quarterly maintenance and inspection done for all our premises. Daily office cleaning, weekly garbage collection as well as pest control is done. All employees are required to keep their work area neat and orderly. Safety and fire hazards are reported to immediate Line Manager, Administration Department or to the respective fire marshals. Employees are aware of the fire-exits and where the alarms are located in the building in case of fire. This is referenced in our company policy.

Minet has ensured clean drinking water is availed to all our stakeholders using our premises. We have scheduled regular tank cleaning as well as leased Aquavita dispensers that purify drinking water.

Labour

The company does not ask employees to pledge for services as security for the repayment for a debt or other obligation. Employees are paid salaries by the 25th of every month for work done in each month as stipulated on the company's handbook.

Minet does not engage in any form of forced or bonded labor. We comply with minimum wage standards. Our minimum entry level salary is above the minimum wage as provisioned in the Employment Act.

It is the company's policy and intent to hire and provide all staff with the opportunity to grow, develop and contribute fully to the collective success without regard to race, color, religion, creed, sex, gender, sexual orientation, gender identity, national origin, age, disability (where the individual's condition will not prevent him/her from performing the essential functions of the position to be filled), marital, or domestic partner status, or any other status or characteristic covered by the Kenya Employment Act & other Labour Laws.

Equal employment opportunity takes place in all employment practices; hiring, promotion, demotion, transfer, recruitment, termination, rates of pay or other forms of compensation, and selection for training as stipulated on the company policy.

Environment

Our policy is to reduce the impact of the company's operations on the environment, through a conscious proactive Environmental Agenda.

- Complying with all applicable environmental legislation and implementing regulations
- Pursuing continuous improvement in environmental performance, where reasonably practicable, by setting objectives and targets, especially in addressing the areas of resource use, by reducing energy and water consumption, increasing re- use, and recycling and improving solid and liquid waste management methods.
 - Our staff are highly encouraged not to print unless it is inevitable
 - We are in partnership with stakeholders within the industry and plan to plant a million trees in the next 3 years to help protect our planet.
- Preventing pollution and reducing consumption of resources through waste management strategies that promote waste minimization, re-use, recovery, and recycling, as appropriate.
 - Paper recycling is done to minimize wastage.
 - All packaging used is recyclable and our partners are encouraged to use recyclable material.
- Monitoring key environmental aspects and impacts, because of the Minet operations and practices, and have systems in place to address non-compliance and seek continuous improvement.
 - Gently used computers. Laptops and other gadgets are refurbished and donated to schools as part of our CSR to propagate the digitization agenda and to afford the less fortunate an opportunity to have practical use of the gadgets. We can manage our carbon footprint by ensuring the gadgets are put to good use after their lifecycle with us.
- Promoting and continuing to invest in technologies that provide least carbon footprint
- Being committed to maintaining effective communication systems on environmental matters through training and improved awareness.
- Ensure our staff are aware of the environmental impacts of their work activities and encourage them through regular awareness and training to minimize those impacts.
- Pursuing a program of continuous improvement by reviewing our activities impacting on environmental policies and practices

All employees have responsibilities for policy implementation by participating and contributing to its success through their actions and suggestions

We have also adopted an Energy Management Policy and are fully committed to energy management and strive to use resources in the most efficient, cost effective and environmentally responsible and sustainable manner. Some of the practical steps we have taken are:

- Currently evaluating a supplier that will plant a solar garden on our roof top. Our 3-year plan is to transition to the use of solar energy as our primary power source in order to further reduce our Carbon footprint and encourage use of Clean Energy

- We have replaced normal fluorescent tubes with LED power savings tubes. Our windows are nevertheless large enough to ensure we have ample natural light which minimizes our need to have power on during working hours in line with our Energy Policy. We have further installed occupational sensors on washrooms and lobbies to save on power

Anti-Corruption

Minet is a proud and responsible corporate citizen founded on an ethical, accountable and respectful culture in all our business operations and relationships with internal and external stakeholders – including our staff, clients, partners, communities and regulatory authorities. We are committed to complying with the rule of law in all countries with which we are associated or do business. All our operations, Boards of Directors, staff and partners are bound by a commitment to our Minet Code of Ethics and Corporate Governance. At Minet, an unwavering ethical culture and practices are the foundation for building sustainable shareholder value.

Minet has a Company Policy on Anti- Bribery & Anti-Corruption that affirms our commitment to doing business with integrity & compliance to all applicable Anti-Bribery & Anti- Corruption laws applicable in our jurisdiction.

In contractual agreements, the company has a standardized ant-corruption/ anti-bribery clause that seeks to govern the conduct of its business partners by curtailing actions that would be deemed as bribes/ corruption.

Minet has a whistle blowing policy and ethics hotline to which suspected instances of corruption and bribery may be reported. Minet has in instances of reports relating to bribery or corruption pursued legal recourse through state agencies to prosecute such actions, and where members of staff involved instituted disciplinary process for gross misconduct by such employees

MEASUREMENT OF OUTCOMES

Demographics of management and employees broken down by diversity factors (e.g., gender, ethnicity, age, etc.)

Gender: 188 Male & 186 Female. Refer to the data below.

Age Distribution		
Younger than 35 years	182	49%
35 to 50 years	157	42%
50 to 60 years	35	9%
Total	374	100%

Ethnicity

Ethnicity	Count of Employee	Ethnicity	Count of Employee
BOR - Boran	4	LUH - Luhya	33
EMB - Embu	10	LUO - Luo	47
ITE - Iteso	1	MAA - Maasai	2
KALE - Kalenjin	22	MER - Meru	34
KAM - Kamba	36	MIJ - Mijikenda	1
KIS - Kisii	26	NJE - NJEMP	1
KYUK - Kikuyu	147	SOM - Somali	2
SUB - Suba	3	SWA - Swahili	2
TAI - Taita	3		
Grand Total	374		

Rate of occupational diseases

The Minet wellness program is designed to improve the health and performance of employees, understand how to engage, educate, excite and motivate them to take personal responsibility for their health and make sustainable changes



Minet seeks to achieve active employee's participation through health education sessions, to empower the employees and cultivate ownership of their health matters.

We have a policy related to workplace injuries and have an elaborate medical cover that takes care of our employees' health requirements. We do regular Health Risk Assessments and track any possible occupational health risks then put mitigation measures in place. We further review on a regular basis the effectiveness of actions taken to mitigate the risks. Further, Employees who are predisposed are required to undergo annual medical checkups to avert any possible occurrence of an occupational disease.

We ensure that Minet as well as our partners are compliant to applicable laws, (OSH Act, 2007 and EMCA, 1999), Minet Kenya;

- Carries out statutory annual OSH Audits in compliance with sec 11 of OSH Act
- Carries out Fire Safety Audits as provided for under the Fire Risk Reduction Rules (Legal Notice No 59 of 2007).
- Does Environment Audits as per Environment Management & Coordination Act
- Conducts Fire Safety Awareness
- Provides subsidised services for OSH Committee Training and general Compliance with Workplace Safety practices

Effective absence management is about creating working environments where employees are less likely to wake up and think "I don't feel like going to work today".



A certain level of employee absence is an unavoidable part of working life, but this does not mean that all absences should be regarded as inevitable and accepted passively. It is possible to reduce the amount of absence and to tackle it by proactively managing employee engagement. The focus of Minet's Absence Management program is on recognition, prevention and rehabilitation techniques for short- and long-term absences.

We have an automated employee self service portal which tracks leave type applications enabling the company to measure the rate of staff absenteeism and the reason thereof. We respond to the findings through our robust Employee wellness programme.



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