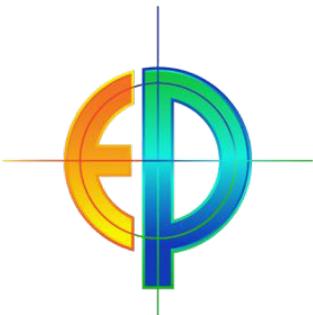


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COMMUNICATION ON PROGRESS 2012

# UNITED NATIONS GLOBAL COMPACT



English Press

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## **Period covered by our communication on progress**

### **April 2012 to April 2013**

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 with its stakeholders on progress made to implement the principles.

English Press Limited (EPL) will continue supporting the United Nations Global Compact's 10 principles by transforming renewable resources into innovative product solutions that meet customer needs in a responsible, cost effective and sustainable means by linking business development with Corporate Social Responsibility.



## CONTACT

**Company Name** : English Press Limited

**Sector** : Manufacturing – Printing

**Number of employees** : 500

**UN GC signatory since** : 2012/4/4

**Contact Persons** : Shreeti Patel  
Veronica Mwanzia

**Address** : P.O. Box 30127-00100 Nairobi, Kenya

**Email** : shreeti@englishpress.com  
qmr@englishpress.com

**Website** : [www.englishpress.com](http://www.englishpress.com)

**Phone** : +254 20552266/7  
+254 206536914/5

**Cell** : +254 722509838  
+254 735339002

**Fax** : +2542065537141





Dear readers,

I am pleased to affirm that English Press supports the ten principles of the UN Global Compact all of which are in tune with our company values and policies. English Press is committed to continue and advance those principles within its sphere of influence by incorporating the UN Global Compact principles within our strategy, culture and day to day operations.

The principles of the United Nations Global Compact stand for socially and ecological sustainable business in a globalised world. Therefore, at English Press it's a matter of acknowledging and supporting these principles.

English Press recognizes that organizations have a key role to play, and expectations are arising. New partnerships with mutual accountability will shape the innovative solutions that define success. The ingredients must be robust match of responsibility and profitability, with view of long-term prosperity.

Moving forward, we will consistently and steadily

capitalize on our success in helping achieve the principles of the UN Global Compact (UNGC) by developing programs and partnerships that support the UN's mission and objectives.

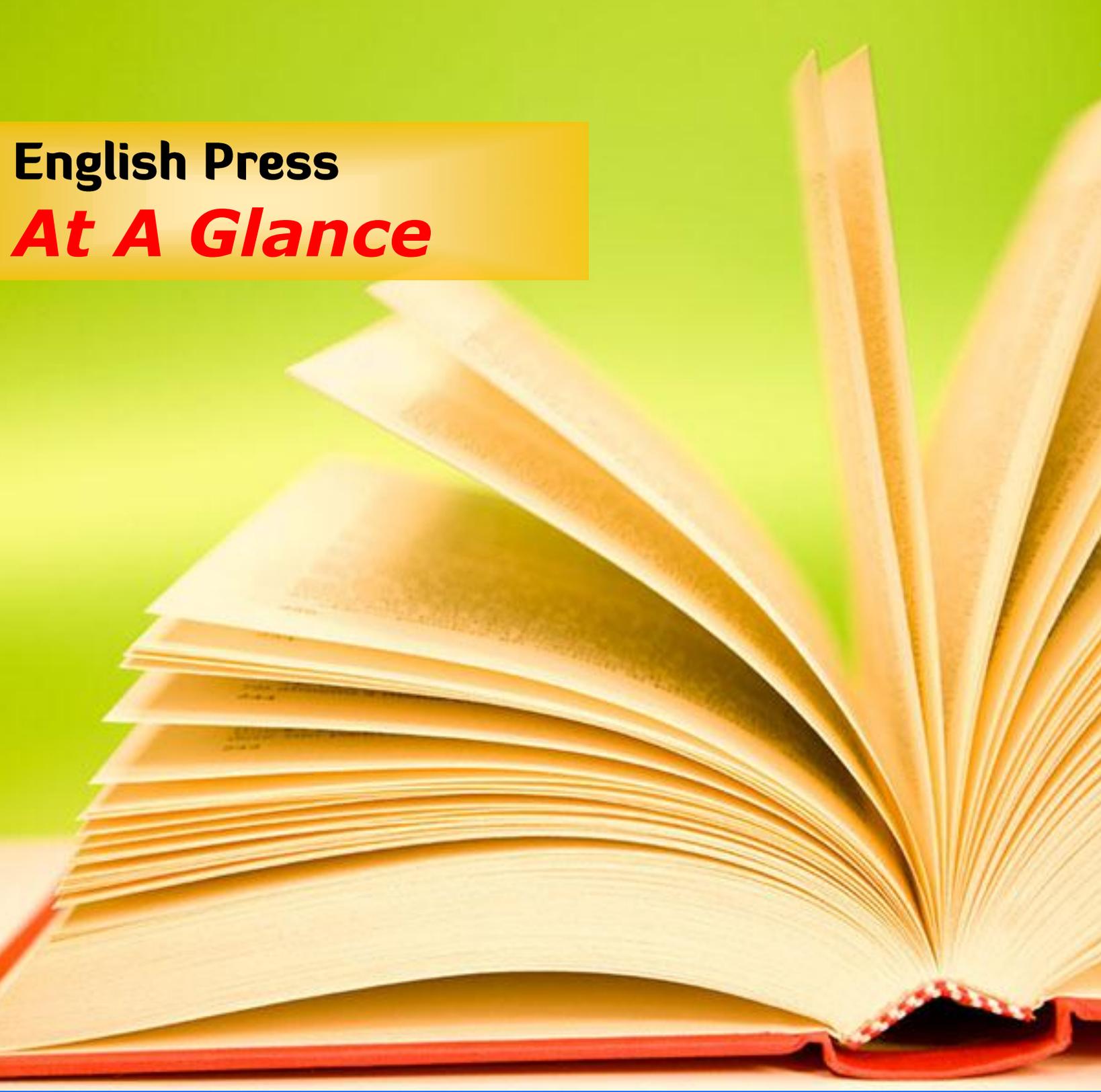
In addition, while we are extremely proud of our accomplishments, we believe that the true measure of our success will be in seeing that many of our business partners take on a more central role in responding to the world's most pressing challenges.

Our first progress report highlights the key measures and success of our commitment to upholding the ten principles of the UN

Global Compact (UNGC) and emphasizes on the importance of corporate social responsibility. Finally, I would like to take this opportunity to express my appreciation to the EPL family who has worked tirelessly to make a sustainable and valuable difference in the world around us.

**Mr. Kalpan 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 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.

Experienced technicians in production, maintenance, IT and quality assurance ensure that English Press is setting the benchmark in the industry with state-of-the-art equipment and technique for offset and digital printing. Our purchasing department handles all sourcing of local and imported consumables, offering competitive solutions to the market.

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

### Principle 2

Make sure that they are not complicit in human rights abuses

## Assessment, Policy and Goals

English Press respects the protection of human rights and makes sure that it is not complicit in human rights abuses. We are committed to respecting the principles of the internationally recognized standards contained in the UN Global Compact, the International Labor Organization (ILO) Conventions and the UN Universal Declaration of Human Rights. These voluntary commitments underpin our activities in conjunction with the relevant national legislation and it is an integral part of our business code of conduct.

EPL favors an open and trustful environment between the top management and employees. It is our belief that personal growth and hence growth of our company has been enhanced by an open and trustful environment.

English Press core values are the basic stepping stones and guiding principles on how we conduct our business and how we relate to

each other.

Some of the core values are:

- **Respect:** We honor the human rights and beliefs of our stakeholders. We treat others with the highest degree of dignity, equality and trust.
- **Integrity:** We employ the highest ethical standards by demonstrating honesty, transparency and fairness in every action that we take. Being ethically unyielding, honest and inspiring trust by saying what we mean, matching our behaviors to our words and taking responsibility for our actions.

EPL will not tolerate harassment or intimidation of our employees on any basis prohibited by law, including race, colour, Gender, age, religion, nationality, handicap, disability or marital status.

EPL has established various human resource policies that enable the organization reduce human rights risks and respond to human rights violations. Some of the policies include:

#### **Recruitment policy**

EPL is committed to recruiting, developing and retaining staff of the highest caliber. Selection will be on the basis of merit and principles of equal opportunities will apply.

#### **Performance evaluation policy**

This policy ensures that equal pay for equal work is catered by EPL.

#### **Disciplinary policy**

The policy promotes that employees should be motivated by their sense of responsibility and involvement rather than by fear of disciplinary action.

#### **Employee grievance policy**

EPL is committed to ensuring that employees have access to an established administrative conflict resolution procedure within the workplace.

#### **Training policy**

EPL is committed to ensuring that there is adequate and relevant training and development provided for all employees.



## Implementation

The human rights principle is part of the initial induction to all employees; to ensure that an ethical and complaint conduct is embodied in the way business is done by EPL and addressing issues of open communication and non retaliation.

EPL conducts monthly meetings with the shop stewards who are the union representative in addressing grievances.

EPL as an employer has promoted the birth and growth of the SACCO that was initiated by employees to help them save; borrow for their own self development. EPL does a check off system and also offer financial advisory services to the SACCO.

EPL management has displayed all the contact numbers of its directors on the notice board so that anybody who feels harassed or has a concern has direct access to the directors. This has really enhanced transparency and respect for one another in the work place.

Signing of the peace policy with employees - English Press is committed to the pursuit of peace through peaceful means and promotion of nonviolent conflict resolution. We believe in the power of personal transformation, dialogue and effective governance for peace.



EPL has earned itself goodwill in the community through the respect of human rights

Good management, ethical operations and high integrity has seen EPL attract international and regional business relationships

There is also increased staff morale hence increased productivity due to the fact that employees feel that they matter, they belong and they are secure within the family of EPL

Customer satisfaction, employee satisfaction, supplier satisfaction has been greatly achieved due to the fact that we respect their human rights through our transparent operations.



## Measurement OF Outcomes

# 90%

of EPL employees  
have been with the  
company for more  
than **10** years.

We attract and retain employees

- 90% of EPL employees have been with the company for more than 10 years
- We offer opportunity for career growth
- We focus both on life skills and practical skills when hiring people
- We do not discriminate
- We instill our core operating values in every single employee
- We do not govern according to the old fashioned command and rule approach but through empowerment by meeting the three basic human needs of belonging, mattering and security.



# 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

EPL has a workforce of about 500 people and is committed to respect both the national and international labour standards. EPL strongly believes that in respecting labour rights is an important factor in the workplace to reduce sickness, absence and increase effectiveness and profitability.

EPL will provide attractive, engaging and effective workplace for all our employees by creating a diverse and inclusive workplace providing equal opportunities for all and by offering a workplace that supports a healthy life style.

The culture and values of English press are based on respect for the individual and also this implies acceptance and tolerance of diversity among colleagues and customers. We are open minded organization that appreciates employees and business partners with different cultural, political and religious backgrounds.

English press strives to ensure freedom of association and right to

collective bargaining is upheld.

Employees are free to join a union that represents them during collective agreement negotiations and we ensure those employees are not subject to discrimination due to their association.

EPL prohibits forced and compulsory labour, all EPL employees have employment contracts and job descriptions that are based on voluntary employments.

A zero tolerance policy with respect to any kind of discrimination: clear procedures and sanctions, including dismissal are clearly defined.

EPL will comply with all relevant and applicable local and international laws in relation to the protection of children. EPL doesn't support or endorse any form of child labour in its operations. As a good corporate citizen EPL is committed to the principles of protecting children from child labour exploitation. EPL will not accept goods from suppliers who utilize in any manner child labour.

## Implementation

In English press we provide a healthy and safe working environment by operating in accordance with high occupational health standards and EHS policy slogan "Safety comes first". The EHS department motivates and educates our employees to be accountable for their actions in all matters regarding occupational health and safety.

We conduct health, safety and risk management self audits at the workplace as required by OSHA 2007.

We have put in place a number of good practices that are geared towards the safe and efficient running of the factory and we comply with relevant HSE legislations.

We subject potentially exposed employees to an annual medical examination as per legal notice No.24 of the factory and other place of work (2005), incurring the cost of the examination and ensuring that there is no loss of earning for the employees.

EPL has actively participated in the negotiations of the CBA constantly dialoged with the UNION which has created good relationships with the employees and UNION.

The child labour policy guides EPL in ensuring that recruitment strict adherence of employing persons over 18 years of age is observed. None of the employees in the organization is even considered for an interview without a national identification card. Waiting cards are not considered.

Equitable process for recruitment, promotion and remuneration are in place, which ensures employment and promotion on basis of job requirement and merit. This supports the establishment of a diverse workforce.

We are an equal opportunity employer and hence discrimination during employment is well catered for by strict adherence to the recruitment policy. We provide opportunity to people who are not skilled, but have fundamental life skills that are needed to advance in life.

English Press provides comprehensive medical to its employees.



## Measurement Of Outcomes

Three meetings have been held with the Shop steward to address the employee grievances and concerns. This has greatly enhanced communication of the employer and employee and developed a positive employee- employer relationship.

EPL has recorded 0 % strikes due to adherence of the labour standards for the last 5 years.

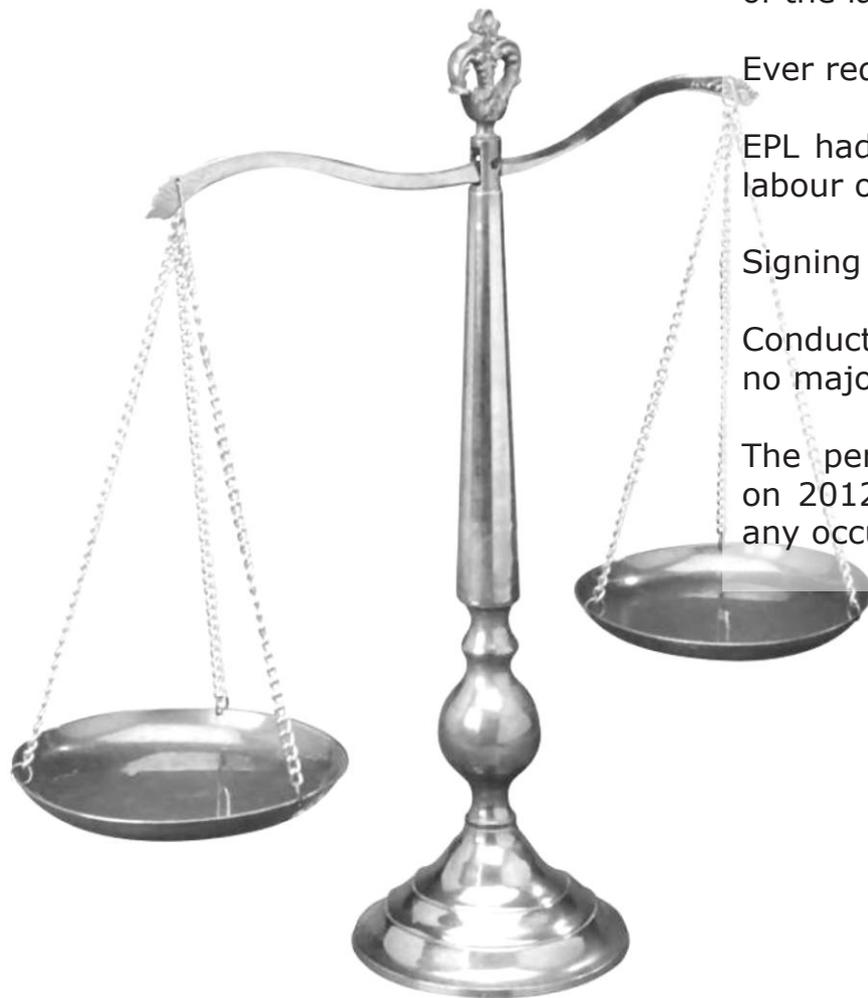
Ever reducing number of reported accidents.

EPL had better industrial relations with unions, labour offices.

Signing of the contract for collective bargaining

Conducting health and safety self audits where no major reportable incidents were recorded.

The periodic medical examinations conducted on 2012 found all examined employee without any occupational diseases.





## Environment

### Principle 7

Businesses should support a precautionary approach to environment challenges

### Principle 8

Businesses should undertake initiative to promote greater environmental responsibility

### Principle 9

Businesses should encourage the development and discussion of environmentally friendly technology

## Assessment, Policy and Goals

The EPL environmental health and safety policy states:

“English Press limited is committed to conducting its business operations in a manner that protects the environment and the health and safety of its employees, customers, suppliers, contractors, members of the general public.

We recognize that protection of the environment is an integral part of our business and are committed to undertake works in an environmentally responsible manner. We will comply with legislation and other requirements that apply to our activities and services.

We are committed to preventing pollution and aim to minimize the environmental impact of our activities. Furthermore we encourage our business partners to be active in protection of the environment.

EPL strives to protect the natural

environment in which it operates and sees sustainable development as a key element of its role as a responsible business. EPL will continue to reduce its impact on the environment, focusing on minimizing waste, reducing energy usage and minimizing demands for water consumption.

We combine ISO and Kaizen approach, synergized it with our own business knowledge and created for us a system that is personalized and simplifies the workflow on the floor, prioritizes the health and safety of the people and the all around protection of the environment.

We are in the process of subscribing to be a member of FSC Certification [Forest Stewardship Council] which proves that the paper we get from our suppliers come from rehabilitated forests and also working on our ISO 14001:2008 certification [Environment Management System].

## Implementation

EPL has not experienced any reportable environmental incidents during the past year and has not been subject to any statutory notice or persecution. In order to remain fully compliant the EHS department has an up to date legal register.

In accordance to the legal notice we have installed a dilution chamber for pretreatment of waste water prior to discharge in to the public sewer and we conduct quarterly effluent analysis are done to ensure the water waste discharged is compliant to the fifth schedule of EMCA (water quality) and doesn't harm the environment.

In accordance to the legal notice No.61 (noise prevention and controls) we conduct noise surveys to ensure that the noise emitted by our factory doesn't exit exposure levels. This has culminated in development of an effective noise prevention program at the factory.



Conducted the environment self audit

Taken measures towards minimizing energy consumption by:  
Use of power saving bulbs

Switching off lights in the offices and maximum utilization of light through translucent sheets during the day

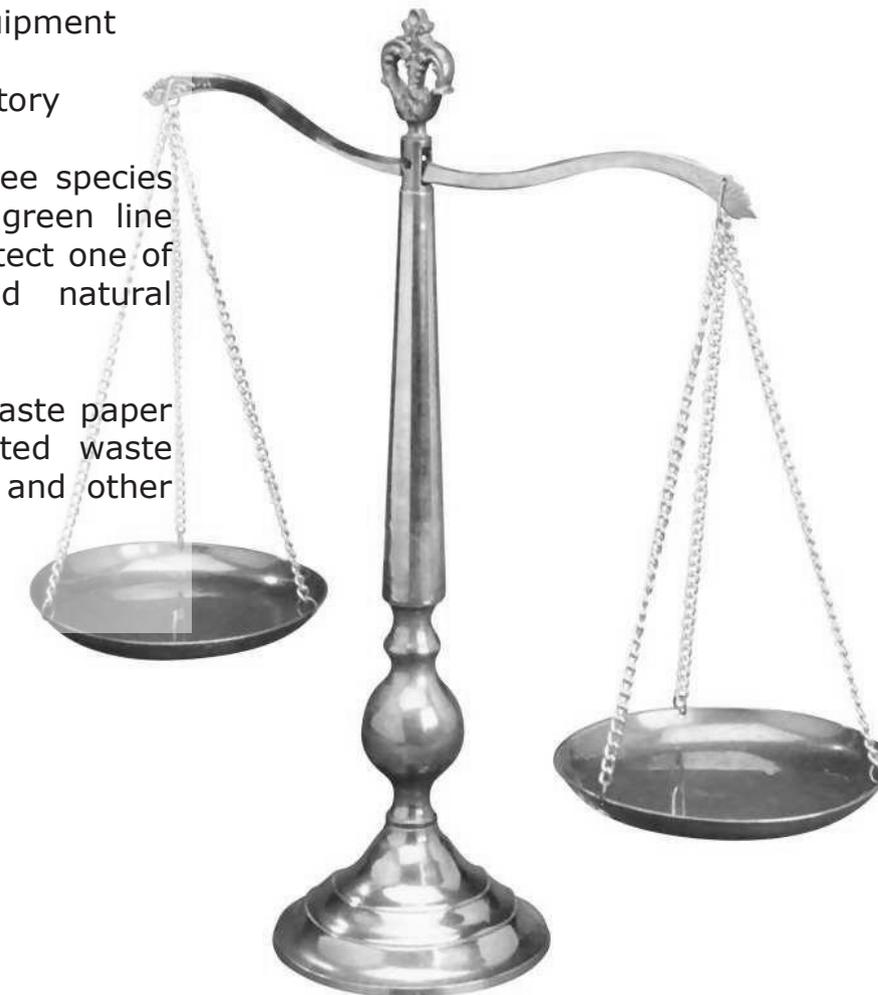
Regular maintenance of electrical equipment

The installation of cyclones at the factory

Planting 2500 seedlings of acacia tree species by EPL employees for the Nairobi green line project where we will be able to protect one of our most treasured heritage and natural resource "the Nairobi National Park"

2012 we generated 900 tonnes of waste paper and was recycled by our contracted waste collector turning it to tissue paper and other forms of recyclable paper.

## Measurement Of Outcomes





## Anti-Corruption

### Principle 10

Businesses should work against corruption in all its forms, including extortion and bribery

## Assessment, Policy and Goals

Integrity and responsible behavior in our dealings with business partners and our own employees are fundamental values that underpin everything we do as a company. English press has a policy in anti-bribery and corruption that clearly states:

'English Press Limited will not condone bribery and corruption of any form and we are committed to doing our business lawfully, ethically and with integrity. The fundamental standards of integrity under which we operate do not vary on who we are dealing with and it's the responsibility of each of us in EPL to ensure that we comply.'

EPL is committed to:

- To zero tolerance approach to bribery and corruption, we will not tolerate them in

our business or by those we do business with.

- To acting fairly, honestly and in an ethical manner in all our business dealings and relationships.
- In upholding all applicable national and international laws and regulations relevant to countering bribery and corruption.

EPL has signed to commit itself to code of ethics for business in Kenya with Kenya association for manufacturers to promote and enhance the ethics of business conduct in Kenya in line with the UN Global compact principles.

English Press is committed in playing a proactive role in building a globally competitive environment.

## Implementation

English Press complies with all legislation and regulations related to ethics, Corporate Governance and anti-corruption.

The Business Code of Conduct document provides employees and other stakeholders with accurate guidelines regarding these issues.

Training courses are being planned for 2013 and will address managers as a first step.

EPL employees are able seek further advice should they have concerns regarding sensitive situations.

The HR department is responsible for answering, analyzing and recording requests for advice and reports of grievances and concerns.



English Press has not been involved in any legal proceedings, ruling or other event related to corruption or bribery.

English Press has not made any political contributions.

## Measurement Of Outcomes





## Overall *Outlook*

English Press will continue to develop the initiatives it has launched and to introduce new measures in the next reporting period. We will also move forward implementation of our CSR strategy and embedding of the principles of the Global Compact throughout the company.

With its core action areas of the environment, health and safety, employees, customers and community CSR is one of pillars of our activities. We are undertaking further activities as we continue to advance towards our objective of a sustainable corporate. With regard to the environment,

significant progress has been made in terms of optimizing processes across the company.

We also intend to engage more intensively with energy consumption issues in the future and look for alternative energy source that have less impact on our environment.

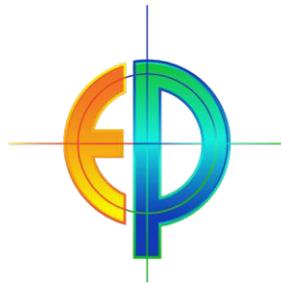
In this respect, we also plan to align our measures more closely with the expectations of our external stakeholders. As key components of our business, sustainability and social responsibility will continue to shape everything we do.

## 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 socially responsible corporate. If you would like to send us any feedback please write to us at [qmr@englishpress.com](mailto:qmr@englishpress.com).





English Press

***Bringing print to life***

[www.englishpress.com](http://www.englishpress.com)