



Maris

INVESTING IN GROWTH IN AFRICA



TATEPA, TANZANIA

ESG Annual Report 2018

GBL1 Mauritian Company	Incorporated June 27th, 2014
REGISTERED OFFICE	c/o CrossInvest Global Management Services Ltd Suite 011 Grand Baie Business Park Grand Baie 30510 Republic of Mauritius
REGIONAL OFFICES	Nairobi Maputo London
DIVISIONS	Property Services Business Services Mining Agriculture and Forestry
SHAREHOLDERS	88
BOARD OF DIRECTORS	David Morrison (Chairman) Marc Beuls Nicholas Ferguson Iwan Meister Henry Obi Raju Shaulis Charlie Tryon (Chief Executive) Harris Harjan (Mauritian Director) Harry Sutherland (Mauritian Director)

MARIS PORTFOLIO OVERVIEW AS OF 31 DECEMBER 2018



Company name	Division	Country	Maris ownership	Year of initial investment	Total investment	Exclusion list	ESG Category
Acacia	Property Services	South Sudan	47%	2009	\$2,040,988	No	Medium - B
Afrítése	Property Services	South Sudan	28%	2008	\$664,718	No	Medium - B
ALP	Property Services	Kenya	15%	2016	\$6,961,346	No	High - A
Commoner	Mining	Zimbabwe	80%	2013	\$3,347,819	No	High - A
Equator Drilling	Business Services	DRC	80%	2013	\$2,180,744	No	Medium high - B+
Equator Energy	Business Services	Kenya	70%	2016	\$1,745,140	No	Medium - B
ETC	Agriculture & Forestry	South Sudan	83%	2012	\$6,066,163	No	High - A
ETP	Agriculture & Forestry	Kenya	83%	2018	\$293,000	No	Medium - B
KGML	Mining	Kenya	80%	2009	\$12,901,164	No	High - A
MMO	Property Services	Mozambique	75%	2012	\$988,868	No	Low - C
MTA	Business Services	Angola	50%	2011	\$5,871,254	No	Medium - B
MTR	Business Services	Rwanda	50%	2016	\$618,296	No	Medium - B
MTT	Business Services	Tanzania	50%	2014	\$2,888,451	No	Medium - B
Mulitani	Property Services	Mozambique	100%	2013	\$5,454,433	No	Low - C
OSS	Property Services	Mozambique	100%	2009	\$6,817,371	No	Low - C
QSS	Property Services	Mozambique	100%	2013	\$7,609,535	No	Low - C
Tatepa	Agriculture & Forestry	Tanzania	18%	2012	\$3,419,785	No	High - A
Venice	Mining	Zimbabwe	90%	2015	\$6,401,347	No	High - A

The past year can be marked as the year in which the Maris Group has changed its approach to ESG. Although portfolio companies were already requested to report annually on ESG before 2018 and elements of what we now call the Environmental and Social Management System (ESMS) were implemented in most of the companies, in 2018 we hired a Group E&S Officer and developed an ESMS at the Group level, with company specific elements for the Mining and Agriculture & Forestry divisions which are considered high risk sectors. It was felt that it was the right time with the Group having matured to a size that justified a dedicated E&S position and with the start of our fundraising which would require more focus on ESG for future deals.

Having an E&S Officer added to the Maris team in Nairobi does not mean that this is an isolated position that is solely responsible for E&S performance within the Group. On the one hand, the role of the E&S Officer can be described as bridging between E&S teams of our portfolio companies and our investors by translating what is happening in the portfolio companies into reports for our shareholders. On the other hand the E&S Officer guides the E&S teams in translating the international standards that Maris is committed to follow into practical procedures and tools that help them integrate the management of E&S risks in their daily work. This can only be done by establishing a solid relationship with the teams on the ground and by understanding the nature and challenges of the operations.

By visiting our companies, meeting our teams, understanding their needs and providing training to create awareness and knowledge of the ESMS, the E&S Officer is able to assist the portfolio companies with the implementation of the ESMS in a way that works for the different teams. Where some of the companies are open to adopt what is given to them immediately, others are more critical and need to be persuaded that it is beneficial to the company in the long term. The implementation of the ESMS therefore requires a customized approach for each portfolio company. Only when the companies buy in on this approach can the implementation be successful and sustainable.

It is our vision to have the management of ESG risks and opportunities integrated in all our existing operations within the next 2 years and to use this integrated approach for each new investment from inception.



2018 was an important year for Maris in the development of its ESMS, with over one hundred procedural and policy documents created for the holding company and its portfolio companies, as well as all of the related necessary actions and procedures required to make the implementation effective.

PROGRESS

Maris has made significant progress on ESMS development, including:

- E&S being monitored and reviewed directly by the Maris Board and considered an integrated part of operations by all levels of management
- Changed attitudes towards E&S throughout the organisation and its portfolio companies
- A comprehensive, lean and practical (in line with our SME reality), IFC and ISO-aligned Environmental and Social Management System (ESMS) being developed, consisting of 126 elements across the organisation and its portfolio companies. 54% of the elements were implemented in 2018
- Increased in-house E&S capacity that is being strengthened through continuous training. 14 employees within the Group were trained on the ESMS in 2018
- Improved oversight of potential E&S risks in each operational company and a clear understanding of gaps between national and international requirements
- More effective management of E&S risks throughout the organisation and its portfolio companies
- A marked reduction of Lost Time Incidents achieved in the second half of the year
- Continued progress towards uniformity of E&S standards throughout the organisation

2017: Translating the Maris Group ESMS baseline that was established during the E&S audit (undertaken on behalf of CDC in Q1 2017) into performance tables:

Policies and Procedures	Maris Ltd	Mining	Agri & Forest	Property	Services
E&S, OHS, HR Policies	Comprehensive	Comprehensive	Comprehensive	Comprehensive	Comprehensive
Risk Assessment	Incomplete	Incomplete	Incomplete	Incomplete	Incomplete
Internal Resources	Incomplete	Incomplete	Incomplete	Incomplete	Incomplete
Indicators & Targets	Incomplete	Incomplete	Incomplete	Incomplete	Incomplete
Monitoring & Reporting	Incomplete	Incomplete	Incomplete	Incomplete	Incomplete
Emergency Preparedness	Incomplete	Incomplete	Incomplete	Incomplete	Incomplete
OHS	Incomplete	Incomplete	Incomplete	Incomplete	Incomplete
Labour and Working Cond.	Incomplete	Incomplete	Incomplete	Incomplete	Incomplete
Environmental Damage	Incomplete	Incomplete	Incomplete	Incomplete	Incomplete
Resource Management	Incomplete	Incomplete	Incomplete	Incomplete	Incomplete
Chemical Management	Incomplete	Incomplete	Incomplete	Incomplete	Incomplete
Biodiversity	Incomplete	Incomplete	Incomplete	Incomplete	Incomplete
Community HS	Incomplete	Incomplete	Incomplete	Incomplete	Incomplete
Supply Chain	Incomplete	Incomplete	Incomplete	Incomplete	Incomplete
Land acquisition	Incomplete	Incomplete	Incomplete	Incomplete	Incomplete
Food Safety	Incomplete	Incomplete	Incomplete	Incomplete	Incomplete

Table 1: ESMS Overview January 2017

Risks and Performance	Mining	Agri & Forest	Property	Services
OHS	Minor issues	Minor issues	Minor issues	Minor issues
Labour and Working Cond.	Moderate issues	Moderate issues	Moderate issues	Moderate issues
Damage to Environment	Significant issues	Significant issues	Significant issues	Significant issues
Resource Management	Significant issues	Significant issues	Significant issues	Significant issues
Chemical Management	Significant issues	Significant issues	Significant issues	Significant issues
Biodiversity	Significant issues	Significant issues	Significant issues	Significant issues
Community HS	Significant issues	Significant issues	Significant issues	Significant issues
Supply Chain	Significant issues	Significant issues	Significant issues	Significant issues
Land acquisition	Significant issues	Significant issues	Significant issues	Significant issues
Food Safety	Significant issues	Significant issues	Significant issues	Significant issues

Table 2: E&S Risks & Performance Overview January 2017

2018: Translating the progress made in improving the Maris Group ESMS to the end of 2018 into performance tables:

Policies and Procedures	Maris Ltd	Mining	Agri & Forest	Property	Services
E&S, OHS, HR Policies	Comprehensive	Comprehensive	Comprehensive	Comprehensive	Comprehensive
Risk Assessment	Comprehensive	Comprehensive	Comprehensive	Comprehensive	Comprehensive
Internal Resources	Comprehensive	Comprehensive	Comprehensive	Comprehensive	Comprehensive
Indicators & Targets	Comprehensive	Comprehensive	Comprehensive	Comprehensive	Comprehensive
Monitoring & Reporting	Comprehensive	Comprehensive	Comprehensive	Comprehensive	Comprehensive
Emergency Preparedness	Comprehensive	Comprehensive	Comprehensive	Comprehensive	Comprehensive
OHS	Comprehensive	Comprehensive	Comprehensive	Comprehensive	Comprehensive
Labour and Working Cond.	Comprehensive	Comprehensive	Comprehensive	Comprehensive	Comprehensive
Environmental Damage	Comprehensive	Comprehensive	Comprehensive	Comprehensive	Comprehensive
Resource Management	Comprehensive	Comprehensive	Comprehensive	Comprehensive	Comprehensive
Chemical Management	Comprehensive	Comprehensive	Comprehensive	Comprehensive	Comprehensive
Biodiversity	Comprehensive	Comprehensive	Comprehensive	Comprehensive	Comprehensive
Community HS	Comprehensive	Comprehensive	Comprehensive	Comprehensive	Comprehensive
Supply Chain	Comprehensive	Comprehensive	Comprehensive	Comprehensive	Comprehensive
Land acquisition	Comprehensive	Comprehensive	Comprehensive	Comprehensive	Comprehensive
Food Safety	Comprehensive	Comprehensive	Comprehensive	Comprehensive	Comprehensive

Table 1: ESMS Overview December 2018

Risks & Performance	Mining	Agri & Forest	Property	Services
OHS	Minor issues	Minor issues	Minor issues	Minor issues
Labour and Working Cond.	Minor issues	Minor issues	Minor issues	Minor issues
Damage to Environment	Minor issues	Minor issues	Minor issues	Minor issues
Resource Management	Minor issues	Minor issues	Minor issues	Minor issues
Chemical Management	Minor issues	Minor issues	Minor issues	Minor issues
Biodiversity	Minor issues	Minor issues	Minor issues	Minor issues
Community HS	Minor issues	Minor issues	Minor issues	Minor issues
Supply Chain	Minor issues	Minor issues	Minor issues	Minor issues
Land acquisition	Minor issues	Minor issues	Minor issues	Minor issues
Food Safety	Minor issues	Minor issues	Minor issues	Minor issues

Table 2: E&S Risks & Performance Overview December 2018

LOOKING AHEAD

Good progress was made in the past year, particularly in terms of development and implementation of the ESMS within the high risk portfolio companies. The Agriculture & Forestry division has adopted the ESMS fully and we expect to see concrete results over the next year. In 2019 we will focus on finalizing the implementation of the mine specific procedures and aligning the reporting of the Mining division to the Maris Group reporting requirements. We furthermore look forward to working together with the Business Services and Property Services divisions. The portfolio companies will to a great extent adopt the Maris Group procedures but we will also assess their need for company specific procedures that will help improve their E&S performance. Another priority will be expanding and improving our ESG reporting using our new data collection tool.

COMPLIANCE WITH INTERNATIONAL STANDARDS

Maris ensures that the holding company and all operational companies adhere to international standards such as the IFC Performance Standards, The World Bank Group General EHS Guidelines and applicable industry guidelines and to all applicable laws and regulations of the host countries. We do not finance or engage otherwise in any activities listed under the Maris Shareholders Exclusion List which is aligned with the exclusion list of FMO, The Netherlands Development Finance Company for which we refer to <https://www.fmo-im.nl/en/exclusion-list>.

ESG RISKS AND OPPORTUNITIES IN NEW INVESTMENTS

With the ESMS we have formalized the way we make our investment decisions and how we analyse ESG risks and opportunities. In 2019 the first investments will be made after the development of the ESMS and we will use the New Investment Screening Procedure for the four investment stages - deal screening, preliminary investment review, due diligence and final investment review. The New Investment Screening Procedure checks the investment opportunity against international and national standards. The Procedure is applicable to our holding company and all operational companies and includes new investments as well as expansion of existing investments.

MONITORING AND REPORTING OF ESG

Beyond the initial deal screening procedures, and as part of our wider ESMS, we also ensure the constant monitoring of ESG throughout our portfolio. We have selected KPIs to measure the effectiveness of our ESMS and starting January 2019 all of our companies are expected to report back to the group E&S Officer, Karijn de Bok, on a monthly basis, giving a summary of the company's ESG performance. Maris then reports such back to its own board quarterly, as well as to key institutional shareholders annually.

TEAM

Each portfolio company now has appointed an employee or a team responsible for identifying E&S risks and opportunities, taking actions to mitigate risks, improving E&S performance and monitoring and reporting the results. Guidance and control are the responsibility of the Maris E&S Officer Karijn de Bok with supervision from the Operations Director Andrew Fimister.





TATEPA, TANZANIA



KAREBE GOLD MINING LIMITED, KENYA



VENICE MINE, ZIMBABWE



EQUATORIA TEAK COMPANY, SOUTH SUDAN



JOBS (2018)
2,631 Portfolio company jobs
94% National employees



MAN HOURS (2018)
4,000,766



GENDER BALANCE
24% female workers



TAXES AND ROYALTIES (2018)
\$7.1m



WAGES (2018)
\$10.4m



COMMUNITY CONTRIBUTIONS (2018)
\$0.7m



OUTGROWERS SUPPORTED
> 14,000 farmers

OUR PEOPLE

In 2018 Maris companies employed 2,631 individuals in 18 different countries operating in 8 different countries. A total of 4,000,766 man hours were undertaken by the Group. We believe in sustainable HR by recruiting the majority of our workforce from the area in which we operate and offering permanent positions. 94% of our workforce are national employees, 58% are permanent employees and 24% are women. This means an increase of 4% in permanent employees and 12% in female employees compared to 2017.

OUR ENVIRONMENT

Maris companies operate in some of the world's least developed markets and its more environmentally sensitive areas. The countries in which our companies operate do not always have an environmental framework that is considered sufficient to mitigate environmental risks and monitor environmental performance. Maris therefore adheres to IFC performance standards and requests its companies to implement the necessary procedures to mitigate environmental risks.

OUR COMMUNITIES

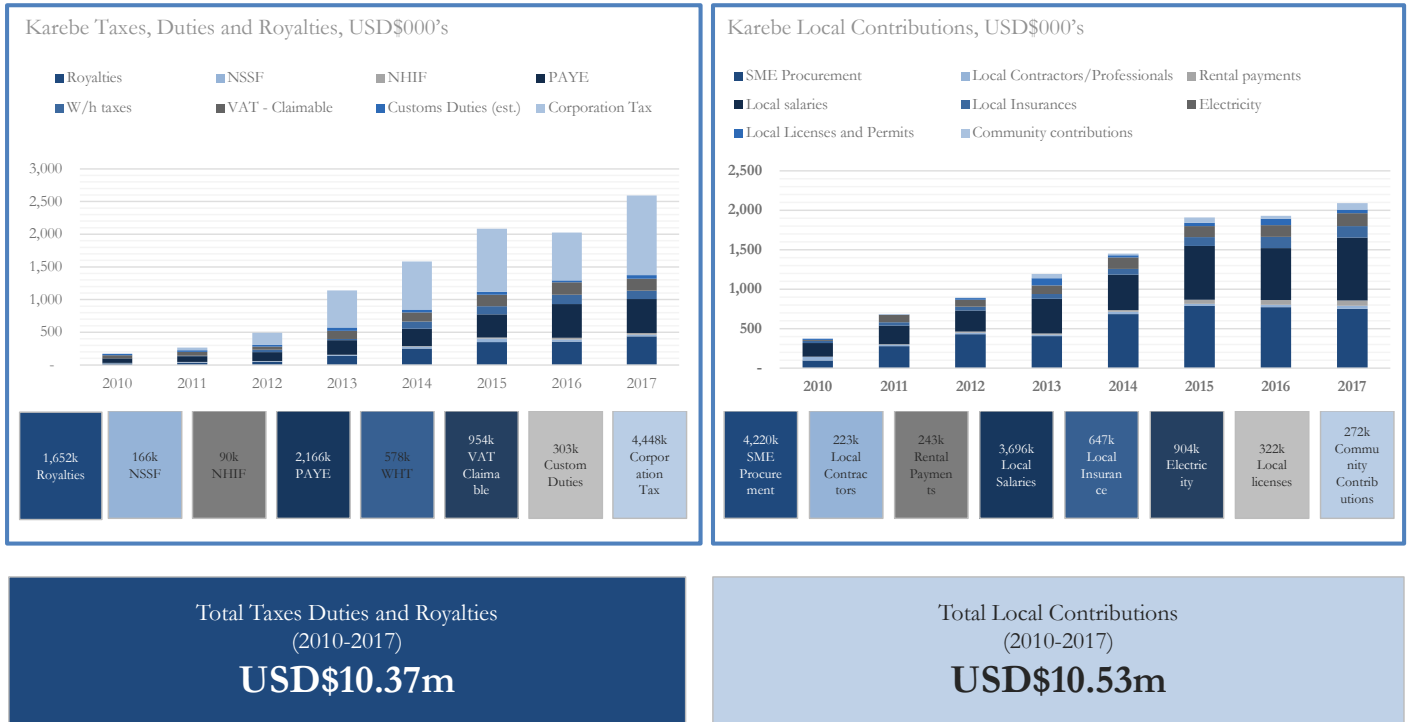
US\$695,097 was spent on community programs in 2018, 90% more than in 2017. The majority of the projects focus on improving the infrastructure of our communities and training programs. As occurred in 2017, in 2018 99% of the community programs are undertaken by the Mining and Agriculture & Forestry divisions which is in line with our philosophy to create socio-economic development in the most rural and least developed areas. The main contributor was Wakulima Tea Company of the Tatepa Group which provided extension and training activities to the tea farmers of Rungwe District, hired an additional 10 Extension Officers with support from the AGDEVCO SDU program and rehabilitated two communal farms to be used as training locations for the tea farmers in the Mwakaleli and Katumba area. Furthermore, US\$10,421,998 was paid to our staff members in wages. This includes social security taxes. In addition to that Maris companies contributed to the economic development of its host countries with corporate taxes and royalties of US\$7,119,453.

LOOKING AHEAD

All Maris portfolio companies are requested to submit a completed ESG data collection tool each month starting in January 2019. The data collection tool includes environmental, social and governance KPIs such as energy consumption, number of employees, incidents and grievances received. The aim of the monthly reporting is to create more awareness within the portfolio companies about their ESG performance and to allow Maris to have an overview and understanding of the Group's impact at all times. We furthermore aim to measure the economic impact of each portfolio company. The first two impact analyses that were performed in 2018 have been included on the next pages.

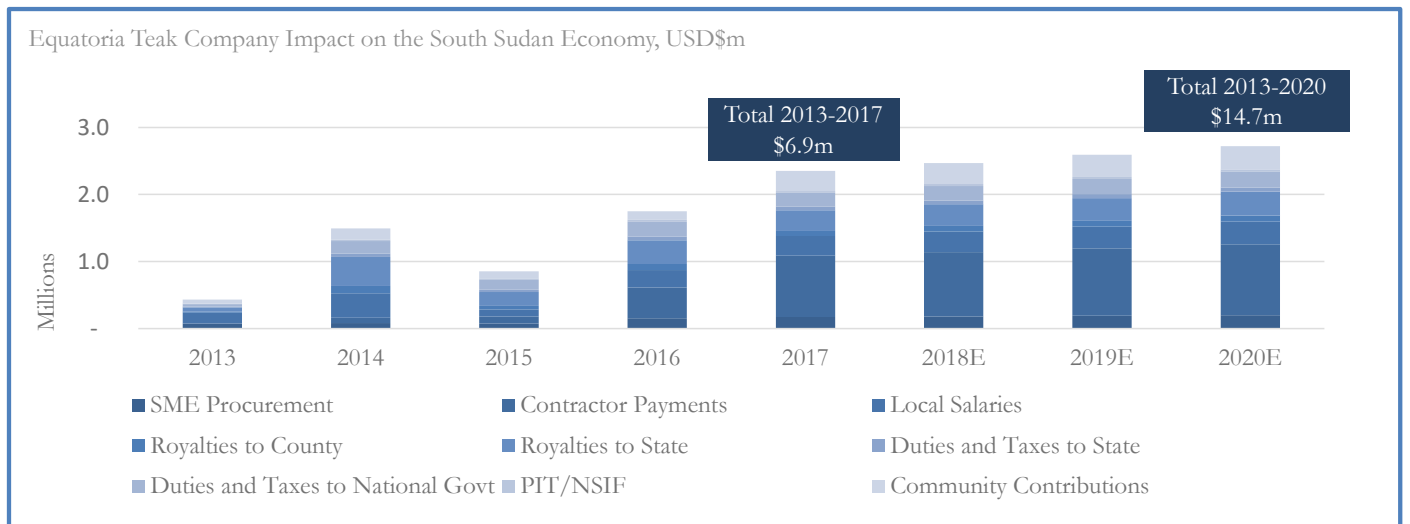
KAREBE ECONOMIC IMPACT

Karebe has contributed **USD\$20.9m** to the Kenyan economy in the period 2010-2017.

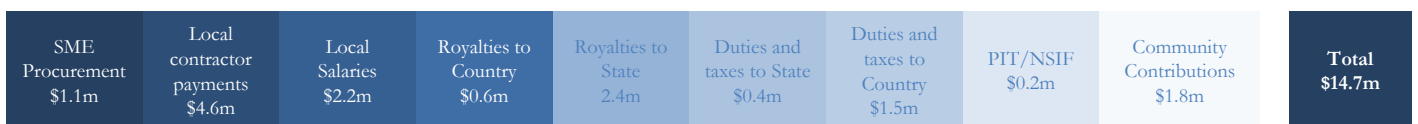


EQUATORIA TEAK COMPANY ECONOMIC IMPACT

Equatoria Teak Company has contributed **USD\$6.9m** to the South Sudanese economy in the period 2013-2017 and this is forecast to reach **USD\$14.7m** in 2020.



Total Impact by 2020





MTAKPARA PRIMARY SCHOOL, EQUATORIA TEAK COMPANY, SOUTH SUDAN



CHEPSWETA POLICE STATION, KAREBE GOLD MINE, KENYA



EQUATORIA TEAK COMPANY, SOUTH SUDAN

CORPORATE GOVERNANCE ORGANISATION

The current Maris portfolio consists of 18 companies that are being overseen by the Maris holding Company with support from the Maris offices in Nairobi, Maputo and London. Maris is committed to high standards of corporate governance. The Maris Executive Committee reports to the Maris Board of Directors. The Maris Board meets at least four times a year and is responsible for setting the Company's strategic aims and for overseeing the management of the Company's business. The Board has established the following subcommittees:

- Audit Committee: meets at least twice a year to review, approve and monitor the Company's financial performance including the approval of the Company's financial statements and valuations;
- Remuneration Committee: is responsible for the design and review of and advise the Board regarding the Company's remuneration policy and performance targets of the Company's senior management. The Remuneration Committee meets at least twice a year;
- Nominations Committee: meets at least once a year to review the composition of the Board, to consider succession planning of the Company's senior management and to identify and nominate candidates to the Board.

The Maris Corporate Governance Handbook and the Maris Board Committee Terms of Reference are regularly being reviewed and are available upon request to Maris Compliance Officer, Enrico Nora.

BUSINESS INTEGRITY POLICIES

Over 2018, the existing Business Integrity policies have been reviewed by Maris CFO Enrico Nora and Maris E&S Officer Karijn de Bok to align them with the ESMS format, and an Anti-Money Laundering Policy was implemented. Maris now has the following Business Integrity policies in place:

- Anti-Bribery and Corruption Policy
- Business Ethics Policy
- Donations, Gifts and Hospitality Policy
- Whistleblowing Policy
- Code of Conduct and Dress Code Policy
- Anti-Money Laundering Policy

PUBLICATIONS

As part of its commitment to transparency and disclosure Maris has started to integrate the ESMS and Business Integrity elements into the Maris website by publishing some of the Company's policies and its Anti-Bribery and Corruption Statement and Privacy Statement. Furthermore, Maris stakeholders are now offered a way to report grievances anonymously through the Grievance Form on the website.

In 2018 we started to highlight the ESG contribution of our portfolio companies by including one business case in each E&S report for the Maris Board of Directors. Each business case gives a general overview of the company and presents a snapshot of its ESG performance.

Equator Energy was founded in 2016 as a joint venture of Maris and Nvision, a German owned and managed developer, installer and operator of solar power plants. In the past year Equator Energy has completed 8 projects within the commercial and industrial space, with a total capacity of 1.7 MW of solar power and 600 kWh of battery storage. Two more projects are scheduled to start in Q3 and Q4 of 2018 with a capacity of 1.2 MW.

WORKING AT HEIGHT


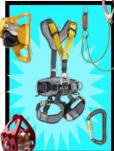





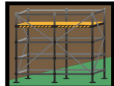

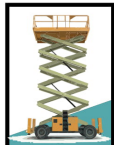




Around 60% of their portfolio’s deployed solar panels have been installed on rooftops. As such, Equator Energy felt the need to implement a ‘Working at Height’ procedure to ensure all related project workers are aware of the risks associated with working at height. Furthermore, three of the company’s project managers completed a ‘Working at Heights’ training course in Europe and are now globally licensed to train any labourers associated to and working on the various projects.

HEALTH & SAFETY LEAFLET

In addition to the above, the company has introduced a ‘Health & Safety Instructions’ leaflet, which forms the basis of the Health & Safety Toolbox Talk before the start of each project. The Toolbox Talks are being customized for each project and, further to the Health & Safety Instructions, include various site-specific facts and instructions. Each project related worker, whether a direct employee or not, is requested to read and sign the leaflet before carrying out any work on site.

EHS CAPACITY

Equator Energy management intends to do further training courses within the next 6 – 12 months in order to increase the company’s EHS capacity, including ‘Working with Electricity’ and ‘Fall related First Aid’.

Health & Safety Instructions		
	A protective helmet should be worn to protect against head injuries. Ensure your helmet fits properly and remember to inspect it for damage before use. Always wear a helmet when walking close to the roof, scaffolding or lifting platform.	
	Wear gloves to protect your hands when handling heavy or sharp objects.	
	Wear appropriate footwear to prevent accidents such as slips, trips and falls.	
	Use shatterproof safety glasses and goggles to protect your eyes when working with drills, cutters or saws.	
	Always wear a safety harness when working on the scaffolding or lifting platform. Always wear a safety harness and lifeline when you are less than two metres away from the edge of the roof. Make sure your rope is tight when you are strapped into the harness.	
		
		
		
		
		<p>Watch out for holes, cracks or uneven areas on walkways. Avoid stepping on the skylights on the roof. Avoid areas with “slippery surface” signs.</p> <p>Only trained, qualified employees should perform electrical jobs. Do not step on cables. When working on cables or wires follow the instructions.</p> <p>Clean up your working space. Keep walking paths clear. Store all tools in toolboxes.</p> <p>In case of injury use the first aid kits provided and inform management.</p>
		<p>Slip harness over your shoulders like a vest. Ensure the metal parts have no bends or cracks. Fasten straps to your size, and tuck the ends into strap retainers. In case you do not know how to put the safety harness on correctly, ask management for help.</p> <p>Always use the tools according to their instructions. Use the appropriate personal protective equipment provided.</p> <p>Always face the ladder when ascending or descending. Always keep three points of contact with the ladder. Never carry an object or load that could cause you to lose balance. Do not use a ladder with slippery steps.</p> <p>Never overcrowd the scaffolding with people, tools or supplies. Use safety harness and lifeline. Never climb on the outside of the scaffolding.</p> <p>Stay clear of the edge of the platform when in operation as objects may fall. Wear your helmet. Distribute load evenly when using the platform. Only operate on firm and level ground. Don't jump from platforms.</p>
		<p>I have reviewed and understood the health and safety instructions and I have been adequately instructed on the use of all tools, materials and safety equipment. I am aware of the location of the first aid kit and I know how to use it.</p> <p>Name: Date: Place: Signature:</p>



ACACIA VILLAGE, SOUTH SUDAN



BURN MANUFACTURING, KENYA



VENICE MINE, ZIMBABWE

Mozambique Managed Offices (MMO) was founded by Evy van Weezendonk in 2012. The serviced office in Maputo city centre was MMO’s first shared office, as well as the first of its kind in Mozambique. It was at full capacity within 2 weeks. MMO subsequently approached Maris for investment to open its second location in the same year. Maris became the majority shareholder with 75% ownership and the second location opened in September 2012 on the prominent Marginal Avenue. This has attracted some blue-chip clients including Bechtel, Diageo and General Electric. In its first 4 years of operation the office site operated between 80%-100% occupancy rates. In 2017 MMO signed a single tenant contract with Heineken, who is still running their Mozambique operations from the office. On the back of new contracts with clients including Shell and Halliburton, MMO opened a new office in the JAT business district of Maputo in September 2013. Due to parking mismanagement, this area became less attractive and occupancy rates were threatened. In order to maintain all client contracts MMO pre-empted the situation and moved into the Rani Towers in October 2016 to become the only serviced office located in a triple A building in Maputo.

Since its inception, MMO has significantly expanded operations to provide premium serviced offices in 3 prime Maputo business district locations. MMO also provides complete integrated facilities management, virtual offices and facilities project management. MMO is one of the smaller companies within the Maris portfolio and employs 17 people of which 13 are women (76%).

E&S CAPACITY

The MMO General Manager has completed the NEBOSH Health & Safety at Work training and gained substantial experience on international EHS compliance while responsible for the facilities management of the Mozambique General Electric Office on behalf of MMO. She is in charge of the E&S responsibilities at all locations, supported by the staff members that are trained in first aid and fire safety. Where compliance with national EHS standards is often lacking in Mozambique, MMO adheres to international standards to ensure the safety and well being of its staff and clients.

The MMO office locations are all compliant with the most stringent international EHS standards, complete with:

- Signage, escape routes and evacuation maps;
- 24/7 monitored access systems;
- EHS experienced management team;
- Staff EHS training;
- First aid personnel and fire warden personnel on site;
- Regular fire and evacuation drills;
- Recycling and waste management;
- EHS induction and training for new (client’s) workers.

STAKEHOLDER ENGAGEMENT

MMO specialises in the extractive/energy sector and can count some of the largest and most internationally recognised blue-chip companies as its clientele. This also comes with high expectations with regards to EHS. MMO has developed a unique approach in which it engages with its clients’ EHS departments and integrates clients’ standards into their day-to-day operations. MMO considers its clients as one of the most important stakeholders and consults them regularly in order to ensure operational standards are up to date and in line with their expectations. Clients are welcomed to participate in training sessions that MMO organizes for its staff. Emergency teams consist of both MMO employees and clients.

MMO
Mozambique Managed Offices

SAFETY PASSPORT
Rani Towers
Maputo - Mozambique

Emergency Numbers:

Hospital Privado	+258 84 30 30 969
Fire Department	+258 21 63 36 6071
	+258 21 62 23 54
	+258 52 196

Ambulance Services

Yida Muis	+258 84 124
	+258 82 124
Cruz Vermelha	+258 82 30 49 939
	+258 82 30 50 293

Police

	+258 84 27 27 78
	+258 82 63 31 605

Reception +258 84 09 39 500
Facilities Manager +258 84 47 29 249
Security Op. Coordinator +258 84 52 55 640
Rani Tower Concierge +258 84 52 48 200

SECURITY PROCEDURES
MMO is committed to providing a safe and healthy work environment. Any conduct that endangers individuals or detracts from a safe and productive workplace will not be tolerated (i.e. unsafe work practice, threatening, harassing or violent behavior, illegal activities, the possession or use of firearms, explosives or weapons of any nature on company property).

EMERGENCY RESPONSE LEAD
Sony Weng: +258 84 47 29 249

UPON DISCOVERING FIRE

- Sound Fire Alarm in the nearest call point
- Follow instructions of the Fire Warden
- Leave the building (using stairs always see headsign)
- Meet at Assembly point

EVACUATION PROCEDURES

- Get to know the Emergency Exit and Evacuation Alarm Signal (voice message)
- Get to know your Fire Warden
- Follow Fire Warden's instructions
- Get in code orderly fashion WALK - DO NOT RUN
- DO NOT use the elevators
- Retain one responsibility of each client (loading)
- Stay at the Assembly Point and await further instructions
- Stay at Reception, Office or Building Mgr to ask if alarm is real
- Do not access your vehicle / garage
- Do not linger in the lobby or other common areas
- Do not re-enter the building until notified by emergency personnel
- Do not smoke during an evacuation

USE OF FIRE EXTINGUISHERS / HOSES

- Only to be used by trained staff
- Not to be used if this puts you at risk
- Always call fire brigade/security before attempting to extinguish fire

MEDICAL EMERGENCY

- Do not move the injured or ill person
- Call local First Aid
- Call Emergency services on 8024 0: **8024**
- Report the following:
 - Name & details of injury
 - Location of injured person
 - Give details of accident
- Notify the Emergency Leader
- For minor cases contact the First Aid

POWER CUT - LOSS OF ELECTRICITY

- Emergency lighting will illuminate
- Notify Receptionist or FM
- Stay away from computers
- Await further instructions

NON-LIFE THREATENING EMERGENCIES

For other hours, non-life threatening emergencies (i.e. broken glass, water leakage, power failures, or strange smells) please call:

MMO Facilities Manager
Sony Weng +258 84 47 29 249

Security Operations Coordinator Rani
+258 84 52 55 640
Full local Police call
+258 84 27 27 78 / +258 82 63 31 605

BOMB THREAT

If you receive a phone call from someone who threatens to use a bomb or around your premises, **BE CALM** and use the following procedure:

- If possible, record or write down message as received
- Ask following questions:
 - Where exactly is the bomb?
 - What will cause it to explode?
 - Did you place the bomb? Why?
- General Information:
 - Caller's Name, Address, Sex, Race, Age?
 - Caller's Length of call
 - Phone no. of caller

THEN CALL SECURITY AND POLICE

If the threat is from an external device, stay away from the windows.

SUSPICIOUS PACKAGES / LETTERS

- Do not attempt to move package
- Call Security and clear immediate area

If already opened and suspicious substance or powder found:

- Seal letter/package in plastic bag
- Close any windows or ventilation
- Clear immediate area of staff
- Wash hands thoroughly with soap & water

Report all other suspicious activities to the Facilities Manager or Building Security

Rani Towers Safety Passport



RANI TOWERS, MOZAMBIQUE



MMO OFFICE, MOZAMBIQUE



MMO OFFICE, MOZAMBIQUE

Tatepa is an agricultural holding company listed in Tanzania, which grows tea and avocados through a network of over 14,000 outgrowers. Tatepa is the third largest tea producer in Tanzania and the second largest producer of avocados. The holding employs over 1,000 people and is thus the largest employer within the Maris portfolio. Maris first invested in Tatepa in 2012.

WAKULIMA TEA COMPANY (WTC)

Currently, Tatepa operates a core tea estate and processing facility near Mbeya in Southern Tanzania. WTC produces between 4,000 and 5,000 tonnes of tea per annum. 85% of the leaf processed is from outgrowers and 15% is from WTC's own plantations (308 hectares across the Rungwe Tea Estate and Kyimbila Tea Estate). WTC has two tea factories and a fleet of 33 trucks and tractors that collect green leaf from outgrowers.

RUNGWE AVOCADO COMPANY (RAC)

Building on its smallholder network, Tatepa together with RSTGA has expanded into avocado production. Avocados are indigenous to the Rungwe region. RAC has 60 hectares of mature plantation avocados and is planting a further 100 hectares on behalf of WTC under contract to handle their fruit after harvest. RAC also supported the planting of 350 hectares of avocados through its outgrower network of ~1000 farmers. RAC exported 1,200 tonnes of avocados in the 2018 season. Its main export market is Europe.

RUNGWE SMALLHOLDER TEA GROWERS ASSOCIATION (RSTGA)

WTC local management, in conjunction with the RSTGA, operate extensive outreach programs with ~13,500 outgrowers. Together they provide inputs, technical assistance and collection facilities. Incentives are strongly aligned with RSTGA owning 30% of WTC. WTC has consequently secured premium price for its tea, supplying both Sainsbury's and Coop Fairtrade tea brands. The WTC outgrower model has improved smallholder incomes by 9x over the past 12 years.

E&S CAPACITY

In 2018 Tatepa has formalised its E&S organisational structure. WTC now has a dedicated team of 3 employees that deal with E&S matters. The team consists of a full-time EHS Officer who was hired in February 2018, the HR Manager for all Labour issues and the Agriculture Operations Manager who is responsible for community liaison. At RAC the HR Manager is in charge of all E&S responsibilities. Since August 2018 both companies are under the same General Manager who intends to align company policies and procedures where possible and let the WTC EHS Officer support RAC as well. The ESMS was introduced to Tatepa in April 2018. The E&S team has embraced its structure and guidelines with enthusiasm. Tatepa has not only implemented many of the procedures that were developed for it, but also came up with new initiatives.

ENVIRONMENT

Tatepa is strongly committed to sustainability and it maintains its compliance with Rainforest Alliance standards and ISO 22000 (Food Safety) certification. WTC discourages the harvesting of immature forests by not buying firewood harvested from such forests. In addition, it is currently looking into options of alternative energy sources for its tea manufacturing process. Tatepa has specific training programmes on good agricultural practice for its extension officers which includes training on the use of compost and the handling of pesticides and herbicides. Furthermore, waste management and water management procedures have been developed for Tatepa which will be implemented in the next few months.

COMMUNITY

WTC and RAC liaise with their communities through 30 extension officers. As part of its ESMS Tatepa has implemented a Grievance Management Procedure in Swahili with an active role for the extension officers. The procedure provides for expression of grievances through different channels, including referral to the Maris website for anonymous grievances. As a result Tatepa has a better understanding of concerns within the community. To formalize its engagement with its communities Tatepa will also implement a stakeholder engagement management standard.

INITIATIVES

In April 2018 RAC HR Manager Erick Lyumba initiated an association for the ~50 female employees and casual workers of the company. He felt that women have different issues to deal with than men and that there is less opportunity for them in society to meet and discuss these issues because women are responsible for running their household next to their jobs. Hence, the need for a platform. He therefore founded the “RAC Women Club”.

Female employees are invited to meet once a month at the RAC premises. The platform aims to deal with issues like leadership skills, entrepreneurship and business skills, gender issues, workplace discrimination and work-life balance. This initiative has been very well received by the employees. The female employees feel empowered and this improves work relations. The RAC Women Club intends to be sustainable and all future female employees will join. The Women Club is currently in the process of formalizing its organisational structure and in the first week of November all members met to write the Club Constitution.

The RAC Women Club did not stay unnoticed. The Tanzania Women Lawyers Association organised a contest to find out how women issues are considered in private companies in the Southern Highland Region. The criteria included independent programs at the workplace. More than 32 companies contested. In July 2018 RAC was awarded the Southern Highland Region Trophy for best employment standard compliance.

Following the early successes of the RAC Women Club RAC has also initiated Youth for Avocado. Youth for Avocado aims to inspire people aged between 18 and 35 to grow avocados. If successful, the youth groups would be included into RAC's outgrower scheme. RAC would provide technical know how and a reliable market for the outgrowers to sell their products. RAC has involved the Community Welfare Department of the Government and currently works with 16 youth groups in two different districts.



RUNGWE AVOCADO COMPANY, TANZANIA



RUNGWE AVOCADO COMPANY, TANZANIA



WUKULIMA TEA COMPANY, TANZANIA



WUKULIMA TEA COMPANY, TANZANIA



RAC WOMEN CLUB, TANZANIA




Tanzania Women Lawyers Association
(TAWLA)

*Recognition of your
contribution and participation
in the protection of human
rights and labour standards*

RAC SOUTHERN HIGHLAND REGION TROPHY,
TANZANIA

A total of 153 incidents were recorded for the year 2018 of which 151 are Occupational Health & Safety incidents and 2 were Security incidents. The number of incidents that have been reported by the portfolio companies has increased by 100% since the implementation of the ESMS in 2018 which we consider as proof that the reporting lines are working well.

From the 153 incidents that took place within the Group, 55 were considered Lost Time Injuries (LTIs) with a total of 477 days lost, resulting in an average of 3.12 lost days per incident. The 2018 LTI frequency rate was 13.75 per million hours worked.

The following 6 incidents are also considered Serious Incidents with a total of 283 days lost:

- On 23rd March two assistant operators at ETC were hit by a felled tree, seriously injuring them. One worker sustained a broken leg and the other a head injury with multiple fractures, that unfortunately resulted in his death. After the incident, all of the necessary actions that were identified by Maris EXCO and ETC Management to be necessary to mitigate the risk of recurrence of such an incident were taken;
- On 10th June two GETC contractors were attacked by robbers in Yambio outside work hours. One of the workers was killed. It was a non-work related incident. The incident was noted as a random act of robbery within Yambio town and the case was handed over to the authorities.
- MTA reported the theft of a \$50,000 machine from the MTA yard in Viana on 25th August. The theft was caused by poor control of the security guards who were employees of an external security company. MTA Management decided to replace the security company after the incident. The machine was recovered shortly afterwards.
- A worker at ETC sustained a foot injury when his foot was crushed under the frame of a woodland machine on 3rd September. The incident was caused by negligence of the contractor who did not provide the worker with the proper PPE and a lack of control by ETC. Although it is questionable if safety boots would have avoided any injury, all contractors were reminded of the operational procedures and ETC implemented a new schedule for site inspections.
- On 9th September a worker at GETC lost the tip of his middle finger whilst cleaning the vertical saw at the end of the work day. The injury was caused as the worker started cleaning before the machine has stopped rotating. The company organised an awareness session to emphasize operational procedures and risk.
- MTR reported an incident occurred on 22th October whereby a technician sustained an eye injury caused by hot oil released from excavator cylinders and hose pipes while draining without having taken the pressure off. Stricter PPE procedures were introduced as part of the requirements for mechanics to earn a monthly bonus.

All Serious Incidents have been reported to the Maris Board during the year and a full overview of Lost Time Injuries (LTI) and Serious Incidents has been attached to this report.



EQUATORIA TEAK COMPANY, SOUTH SUDAN

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OHSS & ENVIRONMENTAL INCIDENTS THAT RESULTED IN LTI'S

Serial	Company	Division	Date of incident	Nature of incident	Brief description of incident	SIR?	LTI?	Lost days
1	ETC	Agriculture and Forestry	2018-01-05	OHS	An assistant operator sustained a finger injury when putting logs on the woodland machine	no	yes	2
2	ETC	Agriculture and Forestry	2018-01-08	OHS	An assistant operator sustained a finger injury when putting logs on the woodland machine	no	yes	2
3	ETC	Agriculture and Forestry	2018-01-09	OHS	A chainsaw operator got injured by a tree felled by a fellow operator and sustained some injuries on his shoulder and back	no	yes	4
5	ETC	Agriculture and Forestry	2018-01-16	OHS	A woodland worker got injured on his finger whilst putting logs on the woodland machine	no	yes	1
6	ETC	Agriculture and Forestry	2018-01-17	OHS	An assistant chainsaw operator sustained a shoulder injury when he was hit by a hang up in the field	no	yes	1
9	ETC	Agriculture and Forestry	2018-01-24	OHS	An assistant operator sustained a finger injury whilst putting logs on the woodland machine	no	yes	1
10	ETC	Agriculture and Forestry	2018-01-24	OHS	A worker sustained some burns after stepping on hot ashes whilst looking for charcoal to use as chalk for marking timber	no	yes	3
11	ETC	Agriculture and Forestry	2018-01-30	OHS	An assistant operator sustained a finger injury whilst putting logs on the woodland machine	no	yes	1
12	ETC	Agriculture and Forestry	2018-01-31	OHS	An assistant operator sustained a finger injury whilst putting logs on the woodland machine	no	yes	1
13	ETC	Agriculture and Forestry	2018-02-01	OHS	A tele logger operator hit the roof of Yaboa Sawmill and sustained minor injury. 2 big poles used as trusses fell down narrowly missing 2 employees who were working within the vicinity of the area	no	yes	1
14	ETC	Agriculture and Forestry	2018-02-05	OHS	An assistant saw doctor had a foreign body in his eye whilst grinding	no	yes	2
15	WTC	Agriculture and Forestry	2018-02-13	OHS	Worker slid and fell while walking on the farm road due to the worn out gumboots that cause dislocation of her left hip	no	yes	8
16	RAC	Agriculture and Forestry	2018-02-20	OHS	The company driver sustained a hand injury when the truck brake failed and he knocked the pole	no	yes	1
17	RAC	Agriculture and Forestry	2018-02-23	OHS	Puncture of wound during estate slashing	no	yes	1
19	RAC	Agriculture and Forestry	2018-03-08	OHS	A worker fell from a tree during pruning at outgrowers farm	no	yes	2
21	ETC	Agriculture and Forestry	2018-03-23	OHS	Two assistant operators were hit by a felled tree thereby seriously injuring them one worker sustained a broken leg and the other a head injury with multiples skull that became fatal to him	yes	yes	180
22	ETC	Agriculture and Forestry	2018-04-04	OHS	An operator got a finger injury when changing the saw of woodland machine	no	yes	2
23	ETC	Agriculture and Forestry	2018-04-05	OHS	An assistant operator sustained a finger injury when putting logs on the woodland machine	no	yes	1
24	ETC	Agriculture and Forestry	2018-04-10	OHS	A worker from silviculture got a leg injured by when slashing	no	yes	3
25	ETC	Agriculture and Forestry	2018-04-12	OHS	woodland worker got injured on his finger whilst putting logs on the woodland machine	no	yes	2
26	ETC	Agriculture and Forestry	2018-04-14	OHS	An assistant operator of horizontal machine got finger while pulling the logs	no	yes	2
27	ETC	Agriculture and Forestry	2018-04-18	OHS	Indian operator sustained a finger injury whilst working on the horizontal machine	no	yes	3
28	RAC	Agriculture and Forestry	2018-04-19	OHS	Dislocation of left leg of spray team worker	no	yes	14
31	ETC	Agriculture and Forestry	2018-04-24	OHS	An assistant operator sustained a finger injury whilst putting logs on the horizontal machine	no	yes	1
32	ALP	Property Services	2018-04-27	OHS	A casual worker was hit by a concrete vibrator after losing control of it, resulting in a swollen head	no	yes	10
34	ETC	Agriculture and Forestry	2018-05-02	OHS	An assistant operator sustained a finger injury whilst putting logs on the woodland machine	no	yes	1
36	ETC	Agriculture and Forestry	2018-05-22	OHS	An assistant operator sustained a leg injury whilst putting logs on the woodland machine	no	yes	2
37	ETC	Agriculture and Forestry	2018-05-23	OHS	A saw mill worker got crossing the logs a finger injury whilst putting logs on the woodland machine	no	yes	2
38	ETC	Agriculture and Forestry	2018-05-23	OHS	An operator sustained a finger injury whilst putting logs on horizontal machine	no	yes	1
39	ETC	Agriculture and Forestry	2018-05-24	OHS	An assistant saw doctor had a foreign body in his eye whilst grinding	no	yes	3
41	ALP	Property Services	2018-05-28	OHS	An operator of one of ALP's contractors slipped from scaffold and fell hitting the ground with his head	no	yes	28
42	ALP	Property Services	2018-05-31	OHS	An operator of one of ALP's contractors fell from scaffold causing minor injury	no	yes	1
44	RAC	Agriculture and Forestry	2018-06-04	OHS	An employee fell from an avocado tree during harvesting which resulted in a leg fracture	no	yes	25
45	ETC	Agriculture and Forestry	2018-06-05	OHS	An assistant operator got hand injury whilst using adjusting a chain on horizontal machine	no	yes	4
46	ED	Business Services	2018-06-06	OHS	Offsider abdomen bruised by pipe wrench	no	yes	1
47	ETC	Agriculture and Forestry	2018-06-07	OHS	An assistant operator sustained a leg injury whilst putting logs on the woodland machine	no	yes	1
50	ETC	Agriculture and Forestry	2018-06-13	OHS	An operator sustained a finger injury while putting logs on the woodland machine	no	yes	1
52	WTC	Agriculture and Forestry	2018-06-13	OHS	Employee cut his thumb while incorrectly using a tea plucking machine resulting in an open wound	no	yes	3
53	WTC	Agriculture and Forestry	2018-06-13	OHS	A piece of firewood slid out of an employee's hands when lifting and hit the employees foot, causing an open wound	no	yes	6
54	ETC	Agriculture and Forestry	2018-06-14	OHS	An operator sustained a finger injury while putting logs on the woodland machine	no	yes	1
55	ETC	Agriculture and Forestry	2018-06-19	OHS	Assistant woodland operator sustained an injury on his finger	no	yes	1
56	ETC	Agriculture and Forestry	2018-06-19	OHS	A worker sustained a minor cut whilst slashing	no	yes	2
57	ETC	Agriculture and Forestry	2018-06-20	OHS	A worker sustained a minor cut whilst slashing	no	yes	1
58	RAC	Agriculture and Forestry	2018-06-30	OHS	An employee sustained a finger injury when cutting herself with scissors during harvesting	no	yes	5
69	RAC	Agriculture and Forestry	2018-07-23	OHS	An employee sustained waist injuries when he fell from an avocado tree during harvesting	no	yes	13
79	RAC	Agriculture and Forestry	2018-07-27	OHS	An employee fell from an avocado tree during harvesting which resulted in a leg fracture	no	yes	7
94	ETC	Agriculture and Forestry	2018-09-03	OHS	A worker sustained a foot injury when his foot crashed against the frame of the woodland machine	yes	yes	78
108	ETC	Agriculture and Forestry	2018-10-09	OHS	A worker lost a tip of his middle left finger whilst working on the vertical saw	yes	yes	15
114	MTR	Business Services	2018-10-22	OHS	A technician sustained an eye injury caused by hot oil released from excavator cylinders and hose pipes while draining without having taken the pressure off	yes	yes	10
115	RAC	Agriculture and Forestry	2018-10-24	OHS	Worker sustained minor head injury when his head hit a tree	no	yes	1
116	WTC	Agriculture and Forestry	2018-12-23	OHS	While working on the duct in the dryer section the outside structure of the duct came down which made the duct structure the worker was standing on unstable and his right leg hit a sharp metal beam which caused a cut	no	yes	7
141	Venice	Mining	2018-05-17	OHS	An UG worker sustained minor injuries while lashing at Tangiers shaft and rubble covered him to almost knee level	no	yes	2
145	Venice	Mining	2018-08-05	OHS	A worker sustained a small crack in his arm when he fell 1 meter down from the scrubber vibrator	no	yes	2
148	Venice	Mining	2018-09-07	OHS	A cleaner fell while working in the Management Camp washing area which caused hip pain	no	yes	2

SIR'S

Serial	Company	Division	Date of incident	Nature of incident	Brief description of incident	SIR?	LTI?	Lost days
21	ETC	Agriculture and Forestry	2018-03-23	OHS	Two assistant operators were hit by a felled tree thereby seriously injuring them One worker sustained a broken leg and the other a head injury with multiples skull that became fatal to him	yes	yes	180
49	ETC	Agriculture and Forestry	2018-06-10	Security	Two contractors were attacked by robbers in Yambio outside work hours One of the workers was killed	yes	no	0
91	MTA	Business Services	2018-08-25	Security	Theft of a \$50,000 machine from the MTA yard in Viana	yes	no	0
94	ETC	Agriculture and Forestry	2018-09-03	OHS	A worker sustained a foot injury when his foot crashed against the frame of the Woodland Machine	yes	yes	78
108	ETC	Agriculture and Forestry	2018-10-09	OHS	A worker lost a tip of his middle left finger whilst working on the Vertical Saw	yes	yes	15
114	MTR	Business Services	2018-10-22	OHS	A technician sustained an eye injury caused by hot oil released from excavator cylinders and hose pipes while draining without having taken the pressure off	yes	yes	10