

**DIVISION OF ADMINISTRATIVE SERVICES**

**GUARANTEED FAIR EMPLOYMENT PACKAGE ("FAIR PACK POLICY")**

The United Nations Office at Nairobi (UNON) in 2004 introduced a "Guaranteed Fair Employment Package" (or "Fair Pack Policy") aimed at improving the working conditions of Contractors' employees working on site at the UN Gigiri Complex. Since then, the "Fair Pack Policy" forms part of the contractual conditions in all contracts signed between UNON and companies with bases on the Complex. Implementation of the "Fair Pack" policy has not only created a healthier and happier work force but has, as a consequence, also increased the efficiency and the smooth running of UNON day to day operations.

The "Fair Pack" policy provisions are as follows:

All Contractors<sup>1</sup> who have employees that work at least fifty percent of a standard work week at the UN Gigiri Complex shall for the duration of the contract

- 1) Comply fully with all legal requirements laid out in the Laws of Kenya governing employment (e.g. Employment Act, Regulation of Wages and Conditions of Employment Act, Regulation of Wages Orders, Occupational Safety and Health Act, Labour Relations Act, etc.) and shall not, under any circumstance, pay any worker (skilled/unskilled or casual) a wage less than the statutory minimum determined by the Laws of Kenya
- 2) Enroll employees in a medical insurance scheme for outpatient and inpatient cover (this insurance cover does not have to provide coverage for Human Immunodeficiency Virus (HIV) and Acquired Immune Deficiency Syndrome (AIDS) treatment which is covered under 3) below).
- 3) Ensure that in cases where a medical test confirms that an employee and/or his/her immediate and officially recognized family suffer from HIV/AIDS, the employee is able to access and receive the appropriate treatment (e.g. access to Anti-Retro-Viral treatment)<sup>ii</sup>.
- 4) Provide four months paid maternity leave, exclusive of annual leave entitlements.
- 5) Provide a substantial and nutritious lunch through the services of a catering outlet or pay a lunch allowance.
- 6) Provide transport shuttle from/to Nairobi city centre or/and from/to housing areas located near the UN Gigiri Complex, whichever is most appropriate for the workers, or pay an adequate (as determined by market rates) transport allowance.
- 7) Provide proper equipment to ensure the safety of employees to the highest industry standards.

Under the "Fair Pack Policy", contractors are informed that UNON will:


- a) Have established an appropriate monitoring mechanism/system to ensure contractors are in compliance with the policy;
- b) Have stated in the contract punitive measures that will be applied should contractors be in default of the terms and conditions of the Policy;
- c) Ensure that the Policy is attached as a page of all UNON contracts and require that the Contractor sign an affirmation at the bottom, legally binding the Contractor to follow the Policy;
- d) Allow the terms of the Policy to be adjusted by UNON to reflect substantial changes in the law or in conditions of service (e.g. the minimum wage being statutorily increased) or other circumstances that may warrant adjustment to the Policy.

Before any contract is awarded, the Contractor shall be required to submit evidence that they shall comply with the "Fair Pack Policy".

<sup>i</sup>The term 'Contractors' shall include all companies that are located on the UN Gigiri Complex, whether they be cleaning, gardening, maintenance, travel, or clearing companies, or similar, providing services to UNON.

<sup>ii</sup>UNON reserves the right to request a contractor to submit an HIV/AIDS policy for its employees for review and to make amendments as necessary.

Approved by: \_\_\_\_\_

  
Alexander Barabanov,  
Director Division of Administrative Services, UNON

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