



NATCO GENERAL STATIONERY

SUSTAINABILITY REPORT 2020

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Message from the General Manager



At Nacto General Stationery, we understand sustainability as the avoidance of the depletion of natural resources in order to maintain an ecological balance and achieve global environmental sustainability and therefore we warmly welcomed the idea of preparing our very first sustainability report. This being our first sustainability report, we put most of our emphasis on our market presence as our main material issue because a sustainable market share is the reason as to why we exist and we are always striving to ensure that our customer base grows even bigger than the previous years. We have initiated a massive advertisement

scheme on different media outlets across the country so as to target a much bigger audience.

At Nacto General Stationery, since most of our target market are schools and tertiary institutions, we sometimes visit different schools in our local communities across Kampala especially at the beginning of an academic year and we provide free scholastic material such as books, pens, rulers and pencils among others to the less privileged students. However, the COVID-19 global pandemic largely affected our day to day business processes and our customer base because almost all schools and tertiary institutions were closed as students were all advised to stay at home so as to combat the spread of the virus among people. Due to the disruption of our business processes, our sales have been very low as compared to the previous years but we hope the lockdown can be eased soon so that students can resume school. We also participate in 'Go Green Programs' across Uganda where we visit different schools in different regions and we take part in planting trees to ensure that our country remains sustainable for both the current and future generation.

Finally, we would like to extend our sincere thanks to Uganda Manufacturers' Association and the University of Southampton who availed us with an opportunity to prepare our first sustainability report.

Thank you
Natala George
4 August 2020

Company overview

Products and services

We deal in very many different products and brands as listed below;

- Paper products
- Pens , pencils
- Office furniture
- Tonner cartridges
- Chalk
- Adhesives
- Books and note books
- We also have printing services, scanning, binding and photocopying



Books, note books and envelopes



Reams of paper, envelopes, chalk



Different types of books we supply

Location of the company

We are located at P.O Box 16240, Nkuruma road , Kampala Uganda.

Ownership and legal form

Nacto General Stationery is a private limited company registered by the Uganda Registration Service Bureau.

Market served

We mainly supply our products to the local Ugandan market but we are hoping to expand our businesses to the whole of East Africa. We supply our products to primary schools, secondary schools, tertiary institutes, universities, NGOs, individuals and corporate companies among others.

Precautionary principle or approach

At Nato General Stationery, our precautionary approach to risk management involves ensuring that we supply our clients with products of high quality so that they can always come back for the same products. It should be noted that poor quality products always chase away customers.

Significant Change to the organization

We did not register any new significant change during this year's reporting period.

Members of association

Currently we are not a member of any association

Values, principles, standards and norms of behavior

At NATCO general stationery, our employees and different stakeholders abide to the following values;

- Professionalism
- Integrity
- Transparency
- Zero corruption

Governance Structure

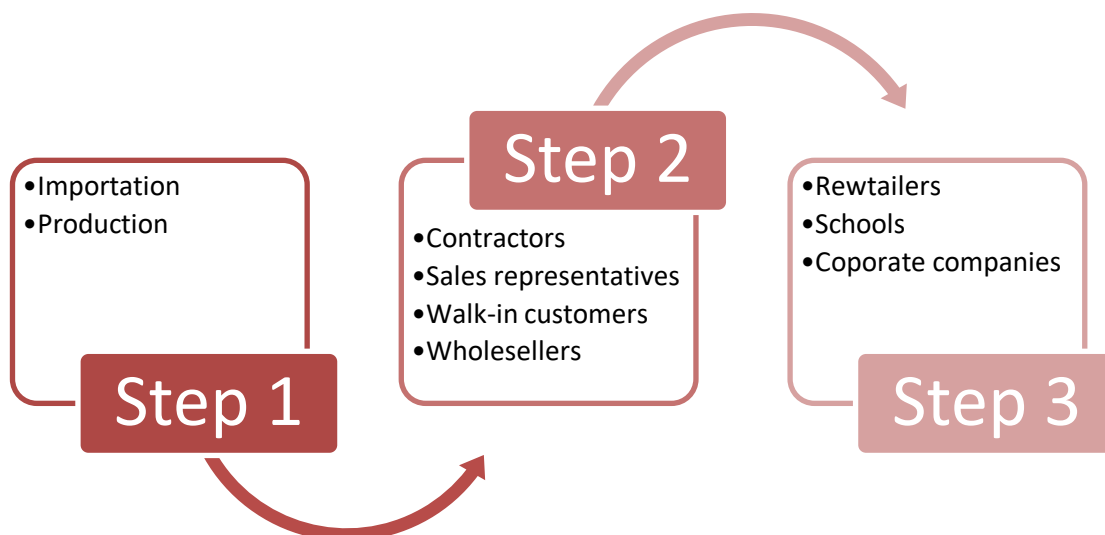
Below, we have listed the different positions of our employees and we work together for the development of the company.

- General Manager
- Accountant
- Sales Executive
- Sales Representative
- Store Keeper
- Transportation Manager

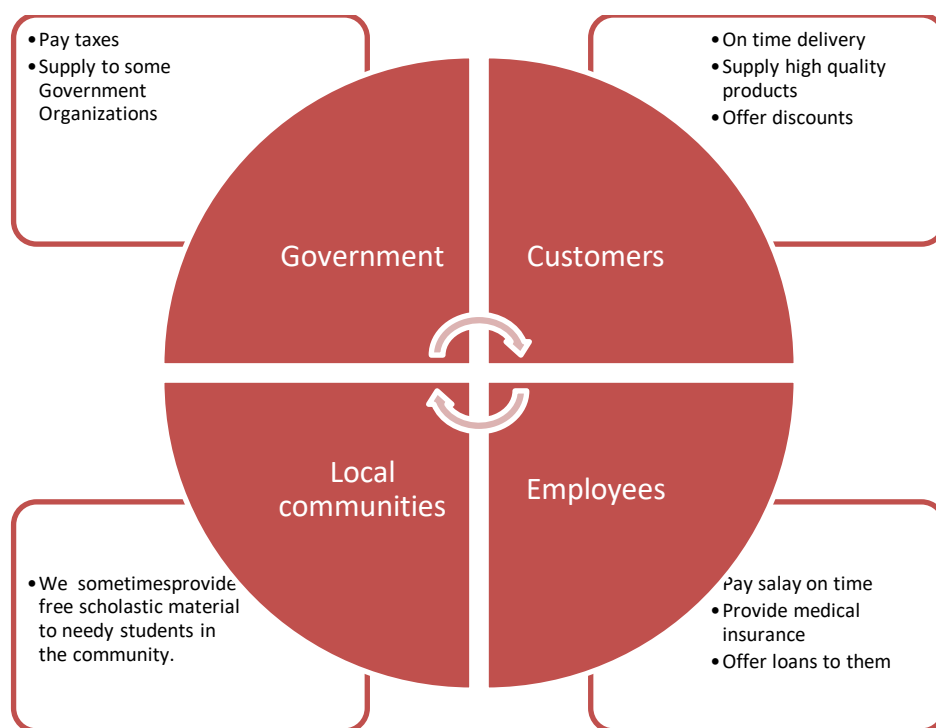
Information on employees

Gender	Permanent	Temporary	Total
Male	10	5	15
Female	5	-	5
Total	15	5	20

Supply Chain



Stakeholder engagement



Reporting practices

Entities included in consolidated financial statement

Nacto General Stationery does not have any other entities

Defining report content and topic boundary

The year 2020 was full of ups and downs caused by the COVID-19 pandemic and our business was greatly affected because we mostly supply our products to the education sector and there has been any school for $\frac{3}{4}$ of the year 2020 however our market share has not been threatened. This being our first sustainability report, we are using it to promote and also widen on our customer base so that incase schools resume, we are able to sell to a wide range of clients unlike before. In this report, we have identified our employees as our key stakeholders and we ensure that the relationship between the management and the employees is not retrained at all as briefly described in under the material topics.

List of material topics

Market presence is our only material topic in this year's report

Restatements of information

Not applicable

Changes in reporting

This is the first sustainability report to be prepared by Nacto General Stationery

Reporting period

1 July 2019 to 30 June 2020

Date of most recent report

This is the first sustainability report to be prepared

Reporting cycle

Annually

Claims of reporting in accordance with GRI Standards

This report has been prepared in accordance to the GRI Standards: Core Option.

External Assurance

This report has not been externally verified. However, the following aspects are externally audited: Quality Management System, Environmental Management and Occupational Health and Safety Management system.

Material topics**GRI 400: Social impact****Management approach (GRI 103) -2016**

At Nacto General Stationery, we considered market presence as our material topic because due to positive relationship between our management and the employees, our employees always work tirelessly to ensure that our business flourishes to become one of the busiest stationery in Kampala town. Our management approach to labor/management relations involves ensuring that every new employee we recruit is given a contract with terms acceptable to both parties i.e our management and the employee to ensure that both parties have a clear understanding of what is expected during the term of employment. The contract also helps to eliminate any disputes which may arise at a later date. We also have a human resource team which ensures that we hire employees that are qualified to work for us .The Human Resource team takes them through interviews and the best candidates are contacted given their contracts, if they agree with the terms and conditions, they sign the contract and start work. We also provide free breakfast and lunch to our employees therefore they do not incur costs on meals which helps them to save up more money. We always provide our employees with an everyday transport allowance of 20,000 Uganda Shillings every day.

GRI 402: Labor/management relations

At Nacto General Stationery, we give our employees a minimum of 4 weeks' notice so as to help in controlling the fears associated with a change and by also explaining how the change will affect them and why it is being implemented. Communicating early also helps us to train our employees on time so that they are 100% ready by the time the new change is implemented.

UN Sustainable Development Goals (SDGs)

At Nacto General Stationery, we have joined the global community as partners in contributing to Uganda's achievement of the Sustainable Development Goals.

Through our labor/management relations, we are contributing to Uganda's achievement of the 1st Goal of 'No Poverty' where we continuously employ Ugandans who are ready to work especially the youth and offer them with very good work contractors which come with a good amount of money. We also employ temporary workers who always help us to offload and load our products on trucks for delivery to our customers. Through all this, we have greatly contributed to the reduction of unemployment and poverty levels in the country.



Acknowledgements

We would like to thank all our colleagues, suppliers, customers for their support in providing the information required for completion of this report. In particular, we are grateful for the assistance provided by Dembe Dickens, the Research Assistant, in drafting this report and Professor Ven Tauringana of the University of Southampton, UK for providing the technical expertise. Finally, we acknowledge the funding from the Southampton Business School small research grants which made the preparation of this report possible.

Contact us

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