



HOME AFRIKA

Houses Become Homes

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## STAKEHOLDERS' ENGAGEMENT & MANAGEMENT POLICY

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## 1. INTRODUCTION

Home Afrika Limited (the Company) is committed to engaging all shareholders in constructive and meaningful communications as well as ensuring that there are dispute resolution mechanisms available. This policy has been adopted therefore to promote open, trustworthy and sustained channels of dialogue. A Nairobi Securities Exchange (NSE) listed company established under the Companies Act, CAP 486 of the Laws of Kenya whose main service offering is to address the housing need in Africa.

## 2. POLICY SCOPE

The Policy provides guidelines to the Board and company employees on how to interact with its stakeholders who are identified as:

- ✓ Shareholders & Customers /Clients;
- ✓ Business Partners and Service suppliers;
- ✓ Employees & Communities living near/in project areas; and
- ✓ Government Agencies and Regulatory Authorities.
- ✓ Institutional investors.

It focuses on the following issues:

- i. Communication; and
- ii. Dispute resolution.

## 3. POLICY GUIDING PRINCIPLES

- i. Transparency: Respect the diversity of views and values that shareholders present, and work to engage openly providing with the information that they need to make a meaningful contribution to our decision-making processes and activities;
- ii. Inclusivity: Include all classes of shareholders - minority and majority;
- iii. Consistency: Maintain regular and consistent communication to ensure continuity and meaningful engagement; and
- iv. Accountability: Inform shareholders of how their feedback influenced the outcome of a decision or business strategy.

## 4. PURPOSE OF THE STAKEHOLDERS' ENGAGEMENT POLICY

The Board of Directors of Home Afrika Limited (the "Board of Directors") and Management welcome interaction with stakeholders and believe that it is important to have direct regular and constructive engagement with them to allow and encourage open dialogue and the exchange of ideas. To facilitate such engagement, this policy outlines how the Board of Directors through company management communicates with stakeholders and arising disputes are resolved.

## 5. COMMUNICATION

The Company is committed to having continuous and constructive engagement directly with its stakeholders to facilitate continuous communication. To this end, the company maintains phone numbers and email addresses for every department.

These are **Telephone numbers**: 0716802070 or 0769279175.

Email Addresses: For ethical concerns or any form of whistleblowing, the email address: [ombudsperson@homeafrika.co.ke](mailto:ombudsperson@homeafrika.co.ke)

- ✓ For general inquiries: [info@homeafrika.com](mailto:info@homeafrika.com);
- ✓ For inquiries regarding company products:  
[info@homeafrika.com/maketing@homeafrika.com](mailto:info@homeafrika.com/maketing@homeafrika.com)
- ✓ For inquiries regard company financial statements and audit reports:  
[finanace@homeafrika.com](mailto:finanace@homeafrika.com)
- ✓ For inquiries regarding legal matters or shareholder information:  
[legal@homeafrika.com](mailto:legal@homeafrika.com).

These communication lines are for everyday interactions and have personnel dedicated to the consistent and transparent response. The company approaches communication per stakeholder's needs.

### 5.1. Shareholders & Customers

Shareholders' as stakeholders are particularly important to the company because all business activities exist to generate value increase for the shareholders. Their engagement is therefore continuous and mandatory.

To this end, shareholders are encouraged shareholders to express their views on governance matters to the management of the company outside of the annual general meeting using the above channels. The Board of Directors will annually communicate information about the Board of Directors and individual directors, the Company's corporate governance and executive compensation practices through the Company's annual integrated report and on its corporate website [www.homeafrika.com](http://www.homeafrika.com).

The Board of Directors encourages shareholder participation at the Company's annual general meeting as well as through informal meetings throughout the year as necessary. At least twenty- one (21) calendar days before the annual general meeting shareholders will receive relevant sufficient and timely information concerning the date, location and agenda of the Annual General Meeting as set out under section 232 of the Companies Act, 2015. Each director/ nominee will attend the annual meeting, absent a compelling reason. At each annual meeting, the chairs of each board committee will be available to respond to shareholder questions. The Board of Directors encourages shareholders to attend the Company's annual general meeting as it provides a valuable opportunity to discuss the Company, its corporate governance, strategy, financials, and other important matters. At the annual general meeting, every shareholder shall be entitled to ask questions, seek clarification on the company's performance as reflected in the annual reports and accounts or on any matter that may be relevant to the company's performance or promotion of the shareholder's interests and to receive an explanation from the Board of Director.

Our corporate website also provides extensive information about the Board of Directors, its mandate, the board committees, and their mandates.

The Board through the Management communicates with shareholders in many ways. The primary form of communication is through the Managing Director's office, which communicates with shareholders on a need-based frequency.

Other means of communication with the shareholders include the Company's Integrated annual report, published quarterly financial reports, news releases, website, presentations at investor and industry conferences and other

meetings. Also, we hold our annual general meeting of shareholders in Kenya so that all our shareholders have the opportunity to participate.

As guided by the Corporate Disclosure Policy, the following are permitted, company spokespersons:

**Primary Spokespersons**

- ✓ Chairman
- ✓ Managing Director
- ✓ Executive Directors

**Secondary Spokespersons**

- ✓ Chief Finance Officer

In between annual general meetings, the Company supports an open and transparent process for shareholders to contact the Board of Directors, including the chairs of our board committees, through the office of the Managing Directors of the Company. This applies to the resolution of disputes.

Shareholders are encouraged to address any queries to the Board of Directors in writing through the office of the Managing Director. Besides, the company has designated specific email addresses to tackle various arising issues that the Shareholders or any other stakeholders may wish to highlight or bring to light. These are:

- ✓ For ethical concerns or any form of whistleblowing, the email address is:  
[ombudsperson@homeafrika.com](mailto:ombudsperson@homeafrika.com)
- ✓ For general inquiries: [info@homeafrika.com](mailto:info@homeafrika.com);
- ✓ For inquiries regarding company products:  
[info@homeafrika.com](mailto:info@homeafrika.com)/[marketing@homeafrika.com](mailto:marketing@homeafrika.com);
- ✓ For inquiries regarding legal matters or shareholder information:  
[legal@homeafrika.com](mailto:legal@homeafrika.com).

The Managing Director has been designated by the Board of Directors as its agent to receive and review communications and meeting requests addressed to directors. The Managing Director will determine whether the communication received is proper communication to the Board of Directors or should be addressed by Management.

Questions or concerns regarding the Company's general business operations, financial results, strategic direction, and similar matters are most appropriately addressed by Management.

Shareholders may also make their views known through individual voting for directors, and other matters submitted to shareholders for approval. Also, shareholders may put forward shareholder proposals under applicable rules and procedures. Management will endeavour to respond to all appropriate correspondence promptly.

Shareholders or other stakeholders of the Company may communicate with Management by mail, e-mail or telephone by contacting the Company's Investor Relations department.

Contact details:

Home Afrika Limited  
Morningside Office Park,  
Ngong Road  
P.O. Box 6254-00100  
Nairobi  
E-mail: [info@homeafrika.com](mailto:info@homeafrika.com)  
Phone: 0716802070

For Purchasers of the company products, the commitment is to provide prompt updates and to conduct transparent and above-board transactions that eventually deliver sanctified titles.

## **5.2. Business Partners & Suppliers**

Our suppliers and business partners constitute a huge part of business support without which activities would be crippled. The Company aims to engage suppliers and business partners in a transparent manner in which terms agreed upon shall be binding. These engagements are collaborative aimed at the achievement of common goals in service to increasing shareholder value.

## **5.3. Employees & Communities**

Company employees are the lifeblood of all company activities and without them, company operations would be impossible. Home Afrika is committed to ensuring that the workplace is a safe environment. The Board and the Management place reliance on the Human Resources Policy as well as the Staff Code of Conduct & Ethics Manual to establish and formalize its employees' rights and obligations. It also provides structures for the protection of their rights and lays down avenues for redress and resolution of arising staffing issues.

The Communities in which the company has operations are an integral part of the company's business environment. Home Afrika endeavors to respect cultural sites and shall communicate to the surrounding communities of any negative impact that its projects may have on them.

## **5.4. Regulators & Government Agencies**

As a listed company, Home Afrika is subject to various standards of compliance that require continuous engagements with regulators and the fulfillment of a set of actions. The Board has set the opportunity for compliance by establishing a Legal & Compliance Policy that mandates the Legal Manager in liaison with the Company Secretary and the Chief Finance Officer to ensure that all requirements for compliance are fulfilled. It is emphasized that all communication from Regulators and Government agencies shall be promptly responded to as required.

## **6. DISPUTE RESOLUTION**

Home Afrika is cognizant of the group dynamics that underpin the Company's ability to effectively achieve its business goals. The Board and management are committed to the creation of business relationships that are transparent and inclusive, this means the resolution of disputes with speed and confidentiality. Department heads

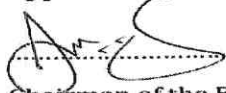
shall be the first point of contact for the resolution of all disputes, this shall be determined by the recipient of the complaint. Complaints shall be resolved within thirty (30) days of receipt.

The Board of Directors and Management recognize that shareholder engagement is an evolving practice in Kenya and globally, and will review this policy periodically to ensure that it is effective in achieving its objectives. The Company will endeavor to employ alternative dispute resolution mechanisms such as negotiation, mediation, and arbitration in the resolution of disputes between the different policy owners and shareholders.

#### 7. REVISION


Management reserves the right to revise this policy at any time and in any manner without notice. Any amendment to the Policy shall take effect from the date when it is approved by the Board of Directors of the Company. Any change or revision will be communicated appropriately and in writing.

Approved by the Board of Directors on the 31<sup>st</sup> ..... Day of AUGUST ..... 2024

  
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Chairman of the Board

31<sup>st</sup> AUGUST 2024  
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Date

Seconded by;

  
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Director

31<sup>st</sup> AUGUST 2024  
.....  
Date