



EMPLOYEE CODE OF CONDUCT/ETHICS POLICY

Article 1: ALCOHOL & DRUG USE / SMOKING

The use, sale, possession, manufacture, dispensing or distribution of alcohol, unauthorized drugs or controlled substances by an employee on Company premises is prohibited. The use of alcohol and unauthorized drugs before working hours is also prohibited as employees are most likely to report to work intoxicated. All employees are to ensure that they are fit and able to perform their assigned duties when they report for work. Employees who are taking legally prescribed drugs and are concerned that such drugs may impair their ability to perform their normal work assignments must inform their supervisors / manager and then consult with their physician. Sanctions including warning letters, suspension and dismissal shall be enforced if an employee is found culpable.

Article 2: DIGNITY AT WORK

a. Fair and Courteous Behavior.

All employees should treat their co-workers fairly and courteously without regard to Ethnicity, religion, gender, age, or disability. It is expected that all employees are knowledgeable of the company values and live these values in their day-to-day interaction with fellow employees. The values are

- ❖ Honesty
- ❖ Integrity
- ❖ Fairness
- ❖ Accountability
- ❖ Consideration of Others
- ❖ Pursuit of Excellence
- ❖ Reliability
- ❖ Citizenship

b. Sexual Harassment / Harassment

The Company will not tolerate any form of sexual harassment. It is Company policy to provide all employees with a work environment free from unwelcome sexual overtures. Managers and supervisors must be alert to possible violations of this policy and foster an environment in which such conduct is not tolerated. Any questions concerning issues of sexual harassment should be directed to the Human Resource Department.

c. Integrity and Professionalism.

Employees are reminded that they are a reflection on the Company and are constantly being judged or otherwise appraised by everyone they come in contact with. All employees should conduct themselves with the highest degree of integrity and professionalism in the workplace or any other location while on Company business.

ARTICLE 3: DISCIPLINE AND DISCHARGE

Disciplinary action will be taken against any Employee in respect of: -

- Misconduct,
 - Dishonesty, fraud, theft
 - Drunkenness or intoxication during working hours, excluding company social functions and activities
 - Willful refusal to obey a legitimate and reasonable instruction,
 - Neglect of duty,
 - Absenteeism and vacation of post, any proven offence which may be adjudged to bring the name of the Company into disrepute.
- i. In the event of an Employee committing an offence which does not amount to serious misconduct such an Employee shall be given a written query to answer within 24 hours, after which he/she may be warned in writing by the General Manager or his / her representative or may be issued other appropriate punitive actions.



EMPLOYEE CODE OF CONDUCT/ETHICS POLICY

- ii. If after two (2) such warnings a third offence is committed by the Employee in the same year, his employment shall be terminated without notice. Any warning letter ceases to have effect after 12 months from date of issue.

a. TERMINATION

- i. Either party has the right to terminate the Employment Agreement by giving one-month notice in writing to the other party or pay the equivalent of one-month salary in lieu of notice to the other.
- ii. The company may terminate an employment agreement on the following grounds.
 - negligence,
 - insubordination,
 - gross misconduct,
 - breach of this Agreement or the Policies and Procedures;
 - persistent failure to respond to warnings and counseling;
 - failure to perform his duties in any material respect after having been requested to do so by the Company,
 - incompetence
 - inability to carry out duties due to sickness or accidents

In each of the grounds above, the employee must be given a hearing by Management or a representative of Management. Such hearings shall not have more two (2) sittings within three (3) days.

b. SUMMARY DISMISSAL

- i. The Employee shall be summarily dismissed under the following offences: offences include but not be limited to: -
 - gross negligence;
 - Vacation of Post
 - dishonesty
 - gross insubordination;
 - theft, fraud, pilfering,
 - Wilful refusal to obey legitimate and reasonable instructions
 - proven gross misconduct
- ii. In the event of a summary dismissal, an employee shall forfeit his/ her salary and allowances for the month, as well as any payment held in trust for the worker on the company's behalf.
- iii. Where an Employee commits a serious misconduct or any criminal offence and is undergoing investigations or against whom criminal proceedings is pending in any court of competent jurisdiction the Company shall have the right to terminate the appointment of the said Employee or interdict him pending the conclusion of investigation or trial.
- iv. An employee who is interdicted shall be paid a third of his salary only without any allowances during the period of the interdiction.
- v. In the event that the Employee is discharged and acquitted by a court or cleared of any wrong doing, all his arrears of salaries and benefits shall be paid to him.



EMPLOYEE CODE OF CONDUCT/ETHICS POLICY

vi. Alternative penalties for the above offences in lieu of summary dismissal may be applied entirely at the discretion of Management depending upon the circumstances and gravity of the offence. Such alternative penalties may include:

- Reduction in salary-that is immediate adjustment of salary to a lower point on the salary scale attached to the Employee.
- Suspension without pay for a stated period not exceeding one month.

Article 4: GRIEVANCE PROCEDURE

An employee with a grievance / enquiry should contact their immediate supervisor with their complaint. Subsequent reports may be made to their manager or to the HR Department if the grievance/ enquiry is not addressed.

Article 5: PERMISSION / EXCUSE DUTY

All employees are expected to request for permission from their respective managers when they require such days. Such permission should be received and approved by their respective Managers and the HR Manager.

An employee is expected to submit Excuse duty slips from medical facilities to the HR Department on the day of reporting from sick leave.

Article 6: SAFETY

Employees should always be cognizant of the need to adhere strictly to all safety policies and regulations. In all cases employees must ensure that they wear the appropriate clothing (gloves, nose mask, goggles, uniforms etc) on the job. While it is the company's policy to provide these safety items, it is your responsibility to ensure that you wear them.

Article 7: SECURITY

The Company retains the right to search all Company vehicles / motor cycles, as well as the employee's outer clothing and personal possessions, and or vehicles at any time. Failure to cooperate with security persons shall be deemed as insubordination and shall attract the appropriate action as spelt out above.

Article 8: VACATION OF POST

- i. An Employee absenting himself from work without permission shall have the proportionate amount of his/ her salary deducted from his monthly salary.

In the event of an Employee absenting himself for 5 consecutive working days without any information whatsoever, he shall be regarded as having abandoned his post and shall be summarily dismissed.

APPROVALS

Albert Kweku Kwansa (Mr.)
Chief Executive Officer
February, 2018