

EQUAL EMPLOYMENT OPPORTUNITY POLICY

Eenovators Limited is an equal opportunity employer. In line with the Employment Act of Kenya and all the applicable laws, Eenovators endeavors to promote equal opportunity in employment and strive to eliminate discrimination in any of its employment policy or practice.

OBJECTIVE

It is our commitment to accord all our employees, and potential employees equal and fair environment to advance, grow, and develop their careers and realize their full potential by fully contributing to the success of Eenovators without regard to: race, color, nationality, ethnic origin, religion, creed, age, sex, *sexual orientation*, gender identity, disability, family status, veteran, marital, or domestic partner status, citizenship or any other status, ground or characteristic otherwise protected by national and international laws.

SCOPE

This policy shall apply to all aspects of labour relations between Eenovators and its staff including;

- Employment, contract duration, and terms and conditions of employment
- Hiring, Recruitment, Placement, and Promotion of staff
- Transfer, demotion, lay-off or redundancy
- Training of staff and selection for the training programs
- Working conditions, provision of equipment, leave days, over time, and annual leave
- Wages and salary administration, and Employee benefits.
- Termination of any contract with this Company.

The policy shall similarly apply to independent contractors, interns, volunteers, suppliers, partners, and any other person whether employed on a temporary or part-time basis by Eenovators.

DISSEMINATION & IMPLEMENTATION OF POLICY.

Eenovators shall avail adequate copies to its employees, and/or potential employee, and to any other person who lawfully requests. Thereafter each staff shall be responsible for dissemination of and adherence to this policy.

The Chief Executive Officer, Board of Management, Supervisors, Heads of Departments, and/ or Project officers shall ensure the full implementation of equal employment policy in all practices carried out within their authority or control.

The Human Resource Manager shall maintain the necessary personnel records as required and ensure overall compliance with this policy.

PROCEDURES

Eenovators consistently upholds this policy by:

- Availing to staff this policy before, during, and after employment and sensitizing staff on their rights under this policy.
- Posting this policy on notice boards in areas accessible and visible to all staff and maintaining the same in individual staff files accessible to staff.
- Advertising for job openings with the statement "***Eenovators is an equal opportunity employer.***"
- Maximum distribution of all job openings with adequate time for application by members of the public.
- Making necessary arrangements to curb and address retaliation against complainants of discrimination or breach of the policy and according protection to those who testify during such proceedings.



Chris N. Mbori

Chief Executive Officer