



LIMITED

HUMAN RESOURCE MANUAL AND POLICY

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Revised 2021 (2013)

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HUMAN RESOURCE PROCEDURES

Introduction

Eenovators is a private limited company registered under the laws of Kenya. Eenovators is an Energy Consulting firm that is dedicated to offering innovative and reliable solutions that meet our clients' needs. Our mission is to empower the community through best practices, awareness and knowledge transfer and to foster partnerships for the realization of energy efficiency, energy savings and energy sustainability

Eenovators also takes pride to harness innovative, agile and creative ideas bent towards providing technically appropriate solutions. We do this by;

- Offering high standard energy audits that meet the criteria set out by the Energy Regulatory Commission (ERC)
- Providing Energy Management systems that enable proper energy monitoring and validation of energy saving efforts
- Promoting clean energy initiatives and training in energy management, Solar Power and other renewable systems
- Developing innovative energy solutions and products that meet the needs of our clients

VISION

- ☞ To be the authoritative center of excellence for energy management and clean energy initiatives in Africa

MISSION

- ☞ To empower the community through best practices, awareness and knowledge transfer and
- ☞ To foster partnerships for the realization of energy efficiency, energy savings and energy sustainability

VALUES

- ☞ Innovation Redesigned
- ☞ Professionalism Redefined
- ☞ Integrity Justified



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TAGLINE

7 Energizing the world through innovative solutions

Purpose of this procedure

The purpose of this procedure is to set out the Human Resources procedures and practices necessary for consistent and high standards within Eenovators Limited. It is intended to ensure consistency in handling Human Resources matters and to ensure that Eenovators Limited complies with the Labour Laws of Kenya.

Scope of the procedures

The procedures apply without restriction to all Employee employed by Eenovators Limited. The procedures do not apply to consultants, partners or agents employed on a temporary basis by Eenovators Ltd. Their conditions of employment will be determined solely by their contractual agreement and job description.

Eenovators recognizes all employment and labour laws as provided by the:

a. The Constitution of Kenya on;

- Freedom from discrimination (Art. 27)
- Freedom of association (Art. 36)
- Right to fair labour practices (Art. 41)
- Protection from slavery, servitude and forced labour (Art. 30).
- Provides for Employment and Labour Relations Court (Art. 162 (2) (a))

b. The Employment Act, 2007 (The Employment Act (Amended Act) of 2019) on the;

- General principles of employment (forced labour, discrimination and sexual harassment)
- Rights and duties of employers and employees
- Basic conditions of employment and provisions relating to employment contracts
- Termination of employment

c. **The Employment and Labour Relations Court Act, 2011** which establishes the Employment and Labour Relations Court ("ELRC") with the exclusive original and appellate jurisdiction to hear and determine all disputes in accordance with Article 162(2).

d. The Labour Relations Act, 2007

An Act that consolidates the law relating to trade unions and trade disputes and the right of all employees to join trade unions or Associations.

e. **The Labour Institutions Act, 2007** and **The National Labour Board** (advise the Minister on all matters concerning employment, Labour and the Wages Council (to advise the minister on the remuneration and other conditions of employment of any category of employees in any sector).

f. **Occupational Safety and Health Act, 2007** for the safety and welfare of employees and all persons lawfully present at workplaces.

g. Common law for considerations on the interpretation of contractual provisions and statutory provisions.

Human Resources Policy

Eenovators' core Human Resources Policy is as follows:

Recruitment: To recruit and retain high caliber Employee who are committed to meeting the aims of the company

Staff diversity: To recruit diverse professionals both local and expatriate most appropriate to the needs of the field and the long-term development of the Company

Equal Opportunities: To ensure that all job applicants and Employee do not suffer unfair discrimination for any reason whatsoever and in particular because of their ethnic background, colour, age, sexuality, disability, marital status, religion, gender or family situation. As far as possible, Eenovators will practice positive gender employment policies.

Recruitment

Eenovators Limited recruitment guidelines have been issued in order to support Eenovators continued commitment to ensuring that the recruitment process is transparent, fair and follows best practice. These guidelines should be followed for all recruitment. Eenovators Limited is committed to appointing and retaining the most qualified and competent Employee that have proven ability to effectively and efficiently perform the duties and responsibilities that they are appointed to, in accordance with the

organization's objectives. Recruitment will be based on the existence of a vacant post or the requirement for a new post. The Manager or direct supervisor for the position to be filled will prepare an Employee Request Form and a Job Description. It is the responsibility of the Manager or direct supervisor of the position to ensure that the Job Description is up to date and relevant. The Employment Request Form should include the source of funding for the position and salary level which HR and the Finance Department will provide. The Employee Request Form and the Job Description must be submitted to the HR Department within a week of a position becoming vacant.

New Positions

Any new post must be recommended to the Directors by the relevant Manager/supervisor whose recommendation, in turn, will be passed on to the HR department.

All proposed new posts must be authorized by the Finance Department, to ensure that they fall within existing budgets, or that there is provision to cover the costs.

Any new post must be approved by the directors on the Employee Request Form. Eenovators reserves the right to recruit internally from the current pool of employees for the purposes of promotions and career development.

A change of Employee within an existing post

Where an existing position becomes vacant, the Manager will recommend in writing to the HR Department, and the Directors whether the post should be filled, changed or left vacant. This should be done as soon as the position falls vacant.

Responsibility for Recruitment

The HR department is responsible for Employee recruitment process and will work closely with the relevant Directors and Managers.

The HR department is responsible for ensuring that all the necessary documentation is in place and that the Recruitment Guidelines are followed.

Defining the job and Qualifications

All advertisements should be based on the Job Description and the Employee Request Form. The terms and conditions of the position must be agreed upon and approved by HR, Finance manager and the directors.

Advertising for Candidates

All posts (new or existing) must be advertised. For positions for which there are suitable internal candidates, the position may be advertised internally. Otherwise, the position should be advertised internally and externally.

Eenovators is an equal opportunity employer and all Eenovators advertisements must state this, encouraging women as well as men to apply. The manner in which the vacancies are advertised must bear out this commitment to equal opportunities. Advertisements will be placed in target job market periodicals, and/or by posting notices to other similar parties. The database of applications from previous advertisements and unsolicited applications will also be reviewed.

The advertisements should be in a standard format. They should require applicants to send with their application: a detailed Curriculum Vitae copies of certificates and testimonials email address details day and evening telephone contacts names, email and telephone contacts of three referees

Short Listing candidates for interview

Short listing should be based on the criteria in the Employee Request Form and Job Description. An initial short listing will identify those candidates who have the essential requirements for the post. This will be done by the Manager/ supervisor in-charge, assisted by the HR Department

Once an initial shortlist is prepared, the directors will review the shortlist and draw up a final shortlist for interview.

Interviewing and Testing

There should be at least three interviewers, one from the HR Department, the technical Manager and/or Supervisor. The technical director must sit in for all technical positions.

For senior positions, the interview panel will be made up of representatives from HR and Finance, someone from programs, and the directors.

The panel members will use the Interview Assessment Sheet as a guide.

References

Job offers will be subject to securing positive references. Two professional references must be received before the job is offered and one of these should be from the person's previous direct supervisor. Eenovators Limited reserves the right to contact the candidate's last employer.

The HR Manager may either use verbal or written references.

Verbal references give scope for the referee to provide more information than they would put in writing. The Employee Reference Form must be used for each reference and will be filed with other HR documents.

Offering a position

Once the interviewers have agreed on the best candidate and references have been checked, the HR Manager will contact the candidate for the job offer. The Directors will approve the offer before it is formally made to the candidate.

Contracts must be signed by the Director, HR Manager and the new employee, and a signed copy will be kept in the HR Department on the employee's personnel file.

Appointment, Induction and Probation

All appointments are subject to satisfactory completion of a probationary period of three months, or six months for senior Employee. At the time of hire, each employee, whether temporary or permanent, will be given an induction programme by the HR Department in conjunction with the relevant department. The new employee will then meet the relevant department manager or supervisor for project orientation and to learn how they fit in their new role. The purpose of induction is to help the new employee settle into the position as soon as possible and to make sure he/she has all the necessary information in order to do the job effectively. The duration and content of induction will vary according to the needs of the position. This induction period will also allow for an assessment of the employee's knowledge and skills. The supervisor and employee will agree on how any gaps identified will be filled through training or mentoring.

During the probationary period either party may terminate the appointment by giving two weeks written notice or, if Eenovators limited is terminating the appointment, by paying two weeks' salary in lieu of notice. Employees in senior positions will be required to give one month written notice or, if Eenovators limited is terminating the appointment, by paying one month's salary in lieu of notice. If the employee is not confirmed in their appointment at the end of the probationary period, employment will be terminated automatically.

Upon confirmation, employment will be deemed to have begun on the first day of the probation period, and the probationary period will count as good service. If the employee has completed three months of the probationary period, he/she will be entitled to annual leave with full pay, for each completed month of service. At the end of the probation period, the supervisor will complete a written review of the employee's performance in a standard form, based on the job description. The supervisor will make a recommendation to the directors on whether or not the employee should be confirmed in the position or not. The HR Department will not issue a confirmation letter to the employee until this evaluation is completed and satisfactory performance is recorded.

Documentation

New employees will submit to HR the following;

- updated CV and copies of all original certificates,
- 2 copies of passport-size photos,
- a copy of national I.D.,
- a copy of NHIF membership card,
- a copy of NSSF membership card,
- a copy of PIN card and;
- HELB repayment schedule (if applicable).

On confirmation of appointment, all employees will receive a Letter of Employment, a Job Description, a Eenovators Human Resources Policy, health and safety policy and Employee ID card. The employee will be given time to read these documents before signing the employment contract. He/she will be assisted

by the HR Department, to ensure they have understood all the documents, before they sign a form to acknowledge having read and understood the contents.

Minimum Employment Age

The minimum age for employment within Eenovators Limited is eighteen (18), effective on the date of hire, in line with all laws and regulations in Kenya on the protection, safeguarding and welfare of children.

Contract of Employment

Where the employee has successfully completed the probationary period, the Project Manager/Supervisor will provide a written recommendation to the directors after an appraisal process signed by both the employee and the Project Manager. The directors will then make recommendations to the HR Manager who will issue a confirmation letter. If the employee is not successful in the probation period, the directors and HR Manager as appropriate will sign a letter informing the employee that s/he was not successful.

Job Descriptions

All Employee should have a written job description at all times. This will include the job title, detailed description of duties to be performed, name and job title of the immediate supervisor and of any direct reports.

Eenovators ID Cards

Eenovators ID cards will be issued to all employees upon confirmation of employment. All cards must be returned to Eenovators upon termination of contract and before final payments are made. Lost work ID cards will be replaced at the individual's expense. All employees must display their work IDs at all times and whenever they are out in the field.

Conditions of Employment and Staff

Benefits Salary

Eenovators will pay a salary at the end of every month in arrears. The salary is subject to all statutory deductions including NHIF (National Hospital Insurance Fund), NSSF (National Social Security Fund), and PAYE (Pay As You Earn tax) which is an income tax on assessable salary, benefits and allowances as required by Kenyan law. Such deductions will be made by Eenovators before the employee is paid the salary.

Eenovators will remit these funds to the appropriate Government authorities. In addition, any sums that may be owed to Eenovators shall be deducted from salary or from any other monies due from Eenovators upon confirmation and mutual consent with the employee. Salary takes into account any work required to be carried out in fulfilment of assigned duties. On termination, employees will be paid their final amount due (if any) by bank draft after satisfactory completion of exit requirements. All Eenovator employees who have legal status in Kenya are required to have NHIF, NSSF and taxpayer

PIN numbers. Failure to provide these numbers to the HR Department will be considered grounds for disciplinary action and will result in the withholding of payments. It is the employee's responsibility to provide Eenovators with bank details at the time of hire, without which pay may be delayed or withheld.

Salary Advances

Eenovators as a Company operates a no salary advance policy. However, employees are entitled to request for a reasonable loan through the company Welfare fund. Such amounts will be issued on discretion of the Finance department and incur a 5% monthly interest rate.

Salary Reviews and promotions

Salary reviews are entirely at the discretion of Eenovators. Reviews or amendments to the salary may be authorized only by the Directors. Eenovators reserves the right to review salaries taking account of the availability of funds, performance in the job and inflation. Subject to the availability of funds, salaries will be protected from inflation. (Such promotions may be Horizontal; with an increase in pay but little to no change in responsibilities Vertical; with a change in skills, experience, salary, responsibility, status, benefits at the discretion of Eenovators or; Dry; with an increase in responsibilities and status without the benefits).

For this purpose, the annual price index of the Kenya Government for the previous year will be used, with payment commencing in the first month of Eenovators new contract year for the employee.

Eenovators reserves the right to decide whether such promotions will be open or closed.

Work Travel

Employees who are required to travel outside of their duty station or to make overnight trips far outside their place of assignment will be provided with a float commensurate with the costs involved. Work-related travel on this basis must be approved in advance by the head of department/directors.

Accommodation outside Nairobi

Employees are expected to make their own accommodation and food arrangements while in the field. Employees travelling to the field on official assignment who are provided with a float to cover accommodation must account for it within a week after return. The finance department will determine the float amounts according to the local rates for the destination. No float will be provided for travel to any projects where accommodation and meals are available.

Hours of work and Public Holidays

Employees are required to work for a minimum of 40 hours per week; that is 8 hours per day.

Normal working hours are from Monday to Friday, 8:00 a.m. to 5:00 p.m. with a one-hour lunch break from 1:00 p.m. to 2:00 p.m.

It is the duty of all Employee to report for work and be punctual on every official working day. If they are unable to attend or are late due to unavoidable circumstances, they should inform their HR Manager as soon as possible.

All absences from duty will require reasonable explanation from the employee and approval of the HR Manager. Absenteeism and habitual late coming are causes for disciplinary action under disciplinary code. Public and official holidays will be observed in accordance with the gazette public holidays in Kenya

Staff members may be required to work on official holidays. The Employee may be compensated by taking a day off on another working day with approval from their immediate supervisor. Compensatory leave shall apply on public holidays. Compensatory day must be taken within two weeks and depending on work demands/ agreement with the HR Manager. The compensatory day is neither transferable to the next month nor can it be accumulated or added to leave days.

In cases where Employees work beyond these working hours or during weekends, no over-time will be paid.

PUNCTUALITY AND ABSENCE FROM DUTY

Daily attendance and Punctuality

If for any unforeseen reason an Employee is unable to report for duty it is their responsibility to notify their HR Manager no later than 12:00 hours on the day of the absence of their inability to report to work.

Otherwise, the absence will be considered as desertion from duty. Leave form must be completed within same day upon resuming duty.

Breaks for private purposes need appropriate authorization by the responsible HR Manager in advance. Short breaks are encouraged to increase productivity in the workplace. The time taken for long, unreasonable breaks does not count as time worked and should be made up by the Employee at a time mutually agreeable to the Employee and the HR Manager.

It is the duty of all Employee to report for work and be punctual on every official working day. If they are unable to attend or are late due to unavoidable circumstances, they should inform their line manager as quickly as possible.

All absences from duty require reasonable explanation from the employee and approval of the HR Manager. Absenteeism and habitual late coming are causes for disciplinary action.

Overtime

The nature of Eenovators Ltd operations means that Employee will need to work irregular hours.

Therefore, no overtime will be payable to any member of Employee.

In situation where Employee is required to work hours in excess of the stipulated work hours, Employee are encouraged to take time off to compensate the worked hours. Compensatory time is wholly

discretionary and intended to compensate for excessive workload. It does not accrue and must be used within 14 days from when it is earned. In all cases, overtime work must be approved in advanced in writing by their immediate HR Manager. Staff is encouraged to maintain a work-life balance.

LEAVE

Annual Leave

Staff members will be entitled to 21 working days of annual leave for each full year of service.

Employee is eligible for Annual Leave after completion of Probation, effective from the employment date.

Annual leave may be taken in units of days or half days. Application to take leave must be duly authorized by the HR Manager at least 2 weeks before the period of leave commences, unless the requested leave is due to an emergency.

All leave arrangements are subject to the exigencies of service, which may require that a Employee takes leave at a time agreed upon by the HR Manager. However, due consideration will be given to the personal circumstances and preferences of Employees whenever possible.

The leave year will commence on 1 January and end on 31 December. Calculations of annual leave for service less than one year shall be made in proportion to the length of service. Staff shall be required to take their annual leave within the calendar year.

Staff may carry forward no more than five (5) days. Carry over beyond this limit will be allowed under special circumstances, with approval granted in writing by the HR Manager.

Leave carried forward should be utilized by end of the first quarter of the year or if not shall be forfeited.

A leave schedule should be drawn up at the beginning of the year by HR Managers. The requirements of the work and wishes of Employee must be given due consideration in scheduling annual leave.

Encashment of unused leave will not be allowed. Any leave that is not utilized as provided for shall be automatically forfeited.

However, in circumstances where it is not practical for Employee to utilize all their leave days within a given contract, Employee may be allowed to carry over their leave days with the approval of the C.E.O. or his designate. Unused days must be utilized within the first three (3) months of the new contract.

Leave Request Forms are available from the Administration Department. Leave forms must be filled in and signed by the Employee and approved by the HR Manager and the C.E.O. or his designee.

The company shall not pay Employee unutilized leave days except in exceptional circumstances and with the approval of the C.E.O.

Medical/Sick Leave

Staff members are entitled to paid medical/sick leave will be at a maximum of 30 days with full pay and 15 days with half pay for all employees in a year.

Such leave will be granted on production of a medical certificate from a registered medical practitioner, covering the period of ailment.

Any Employee who exhausts their sick leave will be required to utilize their annual leave in case of continued absence. Sick leave of longer than one month will require the approval of the C.E.O. A report from a doctor will be essential to determine whether an Employee may be retired on health grounds. Long sick leave request may be granted as per insurance provision. Staff on such leave will be given full pay for the first two months, then half pay for a further two months, thereafter retirement on medical grounds will be considered. Persons suffering from terminal ailments will be treated as provided for in the medical insurance document.

Staff on sick leave for over three months due to an accident will be treated in accordance with the insurance policy and their case will be examined by the C.E.O.

Any unutilized sick leave will not be carried over to the next year and shall not be cashed, even upon termination.

In case of admission of children below five (5) years and whom the parent is required to accompany throughout the admission period, such period will be treated taken under sick leave entitlement.

Maternity Leave

Female Employees shall be entitled to a three (3) month paid maternity leave as defined in the Labour laws of Kenya.

When applying for maternity leave the employee must submit a medical certificate from a qualified medical practitioner stating the expected date of delivery.

Expectant mothers shall be eligible for time off for ante and postnatal medical examination with prior approval of the HR Manager, until the child is six months old.

Breast-feeding mothers will be given two hours off in a day for nursing purposes, until the child is three (3) months old. The Employee and the HR Manager will agree on the appropriate timings.

An Employee granted maternity leave as set forth above are guaranteed reinstatement at the same level occupied at the time, she commenced maternity leave upon resuming work.

An Employee may be granted thirty (30) days paid leave in cases where there is a still birth or miscarriage.

An Employee wishing to stay away from work for longer than the stipulated period in order to care for the infant may apply for special leave without pay if no vacation leave credit is available,

provided that upon return they have at least six (6) additional months of service on their appointment. Provided the total absence does not exceed six months, The Company will reinstate the Employee upon return from such extended leave in the same position occupied at the time she commenced maternity leave, or in a mutually agreed comparable position with salary and benefits equivalent to those to which she was entitled at the beginning of maternity leave.

Paternity Leave

A male Employee shall be eligible to paid paternity leave of fourteen (14) working days per delivery by their registered spouse/partner.

The request must be supported by valid evidence of delivery or expected delivery and prior approval must be obtained from the HR Manager.

Paternity leave must be taken within four weeks period before or after the wife's delivery. Paternity leave not taken during this period will be forfeited.

Pre-adoptive Leave

Where an employee adopts a child, the employee shall be entitled to one month's pre-adoptive leave with full pay from the date of the placement of the child.

The employee is required to give the HR Manager a notice of at least 14 days of the intention of the adoption society to place the child in the custody of the employee. The notice shall be accompanied by documentation evidencing the intention of the adoption society to place the child in the custody of the employee and written authority by the adoption society allowing the employee to adopt.

Compassionate Leave

Staff shall be granted up to a maximum of paid 5 calendar days to attend to personal misfortunes such as death of an immediate member of the Employee's family (spouse, parents, parents-in-law, and child). Such leave is not deducted from annual leave, and must be approved by the HR Manager.

All time over the five (5) days plus travel time must be charged to vacation leave or leave without pay.

Study Leave

All Employee are entitled to a maximum of ten (10) calendar days leave in a year for purposes of pursuing higher education or career development. Such leave days are for consideration of sitting examinations.

Eenovators encourages all its employees to attend evening classes during this period.

To recover lost time, Eenovators will require the employee to work for a minimum set duration equal to the leave days taken or on a case-by-case basis after completing the course.

Leave without pay

Unpaid leave may be granted in writing at the discretion of the HR Manager and the C.E.O. when an Employee wishes to interrupt service with the company for professional or exceptional personal reasons. Staff members may proceed on such leave upon receiving approval in writing. Eligibility for unpaid leave is generally limited to Employees who have rendered at least 5 years of continuous service.

The maximum period of leave without pay shall not exceed six months for the entire period of employment with the company, except in special circumstances to be approved by the C.E.O. During the period of special leave without pay, Employees are not entitled to their salaries or their allowances or benefits, with the exception of medical insurance, which remains intact but at the Employees' expense. Leave without pay shall not be deemed to be continuous service for computing termination benefits of Employees or accrual of leave days.

Leave Application

Leave should be applied for at such a time when it is convenient to the employer and the employer may require the employee to take his/her leave at such times as not to coincide with that of the employer

No annual leave should exceed 10 consecutive working days, unless with prior approval from the Directors.

A maximum of five days of unused annual leave may be carried forward to the following year if the employment contract is renewed. Leave not taken will not be paid in cash. Any leave carried forward must be taken within the first month of the following year, on such days as agreed by

Eenovators Ltd. Leave not taken within this period will be forfeited automatically.

All Employee must complete the Staff Leave Application Form (online) and have it approved at least four days prior to their intended leave if they are going to be away for more than five working days, except in the case of an emergency.

Approval from the supervisor/HR Manager will be sought first before approval of the leave by the HR office.

General

The employee will be required to register the names of their spouse, children (including adoptive children), parents or guardians with the HR Manager to be entitled to compassionate leave. To be entitled to funeral support, the employee will be required to register one spouse, his/her children and biological parents or guardians. The employee will also be required to register the name of the beneficiary of the one year's salary contribution that would be paid upon the death of the employee.

Medical Insurance

Eenovators provides payment for employee's National Insurance Hospital Fund (N.H.I.F) and provide Work Injury Benefit Act Insurance (WIBA Cover) against any injuries and provision of emergency services while on site.

Performance Management Aims

The aim of performance management is to:

- Be clear about the requirements of the job for the period in question;
- Determine training needs to support the achievement of work objectives; highlight any management/support issues the employee may have;
- Regularly monitor Employee progress towards achievement of objectives;
- Discuss career planning and identify talents or skills not utilized or under-used;

- Record and rate achievements and highlight strengths and weaknesses, through an appraisal at the end of the period.

Staff annual Objectives

Objectives for the job will be set at the beginning of the year for all Employee, or at the beginning of a contract for new employees. Progress towards achievement of objectives will be reviewed after six months or three months respectively. A Performance Review will take place at the end of the year, to determine the results achieved in the job. An appraisal is a two-way process and means having an opportunity to discuss work relations and performance between an employee and his/her supervisor. It is also an opportunity to talk about any training needs a Employee may have and also advise his/her supervisor on areas of career development. The performance management form assists this process.

Cessation of Employment Resignation

An Employee may resign at any time by providing one month's calendar day notice in writing, or by paying Eenovators one month's salary in lieu of notice. A contract of employment may only be terminated by Eenovators when proper notice is given. The employee will be entitled his/her benefits on leaving, so long as he/she has followed Eenovators exit procedures.

Non-renewal of contract

All Eenovators employees will be issued with Letters of Employment for fixed terms which may or may not be renewed on expiry. At the end of the agreed period, a new Letter of Employment will be issued to employees who will continue to work for Eenovators. Employees whose contracts will not be renewed at the end of a contract period will be given one month's notice and no new Letter of Employment will be issued.

Payments on cessation

When an employee leaves Eenovators Ltd employment for any reason, he/she will receive the salary up to the date of termination plus, payment of annual leave earned but not taken for the calendar year. If there are debts outstanding or annual leave days are owed to Eenovators, the amounts due will be deducted accordingly from the final payment to the employee. No employee may receive money due to him/her until all properties/money belonging to the Company are returned. In the case of loss, amounts will be deducted for non-return of items provided to the employee to perform his or her work, such as computers, flash disc etc.

Severance Pay

An employee who is made redundant (as defined in the Employment Act and, more particularly, by the Trade Disputes Act of Kenya) will be entitled to receive one month's notice or one month's salary in lieu of notice. Any employee not made redundant as defined under the Employment Act will not be entitled to severance pay. Any employee employed specifically for a particular named project shall not be deemed to have been made redundant if the employee's services are terminated due to the completion of the project, or due to lack of funding for the continuation of the project causing Eenovators to terminate the project, or due to any other reasons outside Eenovators control resulting in termination of the project and in any such case the employee shall not be entitled to severance pay. The acceptance of this provision by Employees is a fundamental and strict condition of employment.

Certificate of Work

Eenovators will provide references on request, which will include the period of employment, job title, and final salary. The standard form should be used when issuing this certificate of work and it should be stamped with the Eenovators stamp. Supervisors may write personal letters of recommendation, but they are not authorized to use the Eenovators letterhead and it should be understood that they will be signing such letters as individuals, not as representatives of Eenovators. Character and professional references may be provided at the discretion of the management.

Conflict Resolution

Arbitration and Mediation In the event of a grievance or conflict between the Employee and the Employer with regards to interpretation, rights, obligations and/or implementation of any one or more of the provisions of this Policy or the Contract of Employment, the parties shall in the first instance attempt to resolve such dispute by amicable negotiation.

Should such negotiations fail to achieve a resolution within Fifteen (15) days, either party may declare a dispute by written notification to the other; whereupon such dispute shall be referred to arbitration under the following terms;

1. Such arbitration shall be resolved under the provisions of the Kenyan Arbitration Act 1995 (as amended from time to time);
2. The tribunal shall consist of one (1) arbitrator to be agreed upon between the parties failing which such arbitrator shall be appointed by the chairperson for the time being of Chartered Institute of Arbitrators of Kenya upon the application of either party;
3. The place and seat of arbitration shall be in Machakos County where our registered offices are or anywhere within Nairobi and the language of arbitration shall be English;
4. The award of arbitration tribunal shall be final and binding upon the parties to the extent permitted by law and any party may apply to a court of competent jurisdiction for enforcement of such award. The award of the arbitration tribunal may take the form of an order to pay an amount or to prohibit certain activities.

Notwithstanding the above provisions of this clause, a party is entitled to seek preliminary injunctive relief or interim or conservatory measures from any court of competent jurisdiction pending the final decision or ward of the arbitrator.

In case of dispute or conflict between employees, the matter should be reported to the HR Manager for resolution.

Grievance Mechanism and Disciplinary Procedures

Eenovators has rules and contract terms which provide guidance to Employee on their behavior and performance at work. Whilst in most cases the observance of these rules will not present any difficulties, there may occasionally be problems. As a result, Employees may feel aggrieved or management may find it necessary to take disciplinary action. The procedures for the resolution of grievances and the taking of disciplinary action relies on confidentiality, impartiality, accessibility and transparency.

- We are committed to a transparent process for workers to express their concerns and file grievances, including anonymous complaints.
- We will ensure that there will be no retaliation or discrimination against those who express grievances, and that any grievances will be treated confidentially.
- Management will treat grievances seriously and take prompt and appropriate action in response.
- Our grievance mechanism does not replace other channels for grievance resolution as defined by law or collective agreements.
- Our grievance mechanism must provide the appropriate level of management and address concerns promptly, using an understandable and transparent process that provides timely feedback to those concerned, without any retribution.
- We also allow for confidential complaints to be raised and addressed.
- Our mechanism should not impede access to other judicial or administrative remedies that might be available under law.
- Our grievance mechanism is accessible to every category of workers i.e. temporary staff, contractors, suppliers etc.

The procedures set out below aim to settle grievances quickly and effectively and as close as possible to the point of origin:

Step 1 Informal grievance

Managers and workers are encouraged to use informal methods of resolving disagreements or disputes. If employees have a reasonable grievance or complaint regarding their work or the people they work with they should, wherever possible, start by talking it over with their manager. It may be possible to agree a solution informally between worker and manager.

While most grievances and disputes will be settled informally, circumstances may arise where an Employee feels that there is no alternative but to use a formal procedure.

Step 2 Formal grievance

You are encouraged to raise any questions or concerns you have. Under normal circumstances, these questions or concerns should be addressed to your supervisor. He or she is expected to listen to your questions or concern and provide you with an answer or a response as soon as possible, usually within one week of your initial request.

Step 3 Grievance hearing

We recognize that, in some cases, an employee's question or concern involves his/her supervisor and that he/she may be reluctant to discuss the situation with that person. If this is the case or if you are not satisfied with your supervisor's response to Step 1, you may contact the head of department or the HR Manager. It will be their responsibility to investigate your question or concern, discuss it with you and provide a response. If you are in this second step of complaint resolution because of an unsatisfactory response to Step 1 or 2, please undertake Step 3 within ten days of receiving your supervisor's response.

Step 4 Appeal

If you have taken Step 3 and still are not satisfied with the response you received, you may submit a written complaint to the Directors within ten days of receiving the response to Step 3. The directors or his/her designate will investigate, review and discuss your concern with you as soon as possible and will give you a response within seven days.

Every effort should be made to secure a resolution in the best interests of the worker(s). If the internal grievance mechanism is not satisfactory, the employee may forward the complaint to the in accordance with the Employment and Labour Relations laws in Kenya.

Implementation of the Grievance Procedure

a. The process is transparent, impartial and confidential

- Every complaint should be treated seriously and dealt with consistently, in an impartial, confidential and transparent manner to establish the legitimacy of the mechanism among workers and ensures that it will be used.
- There worker has the option of first raising a grievance with an alternative manager, for example, an HR manager.
- The ultimate oversight of grievance resolution procedures should rest with the HR Manager and communicated to all workers during orientation.
- No worker should not be deterred from lodging a grievance. Therefore, the process for lodging grievances should be confidential in order to allow employees to raise a grievance without anyone else knowing.
- Employee and workers' suggestion boxes, open-door policies and an anonymous complaints processes is encouraged.

b. Concerns are addressed promptly

All the procedures will allow for time to investigate grievances fully, but should aim for swift resolutions with time limits as indicated in the steps above.

c. Records are kept

Once a grievance has been raised formally, all proper written records are kept, to aid transparency and allow for any review of the process or decision to be undertaken.

- The original complaint should be in writing with the worker's signature and the recipient's signature and date.
- The employer's response should also be recorded. Any actions taken, along with the reasons for these, should also be recorded, for example, a grievance hearing and finding. Minutes of all meetings should be taken and signed by both parties.

- All records and documentation should be confidential and respect workers' rights to privacy and data protection.

d. *Access to judicial remedy* All workers should understand that they have a right to recourse to judicial or administrative channels.

Disciplinary Code

Eenovators code of conduct are attached to every contract of employment. Breaking any of these rules is a major offence and can lead to dismissal. The following penalties will be imposed for any breach of these rules:

- First offence- Verbal warning
- Second offence- Written warning
- Third offence- Dismissal

The offences do not have to be for breaking the same rule. The employee's supervisor must document any such action taken, and any verbal or written warning must also be signed by the employee.

Verbal Warning

A verbal warning with a note to this effect on the offender's personnel file is the minimum penalty, which may be given by a supervisor in consultation with the head of department and HR Manager. A verbal warning must be documented and kept in the employee's personnel file.

Written Warning

A written warning is a formal letter containing a brief description of the offence and of the corrective action expected of the employee. If this is not taken within the specified time, Eenovators may terminate the employee's contract. In the case of a more serious infringement of Eenovators policies, Eenovators may issue a written warning even though an employee has not received a verbal warning previously.

Suspension

In some cases, in lieu of termination, the Directors may authorize an employee's suspension. Suspension is normally without pay and all other benefits. However, the directors may authorize suspension with pay under special circumstances. If, after investigations are completed, the Employee is found to be innocent of the suspected offence, any withheld pay and benefits will be reimbursed. If the employee is found to be at fault, the suspension will become a dismissal.

Dismissal

Following two violations of Eenovators Ltd policies, a third violation will be cause for dismissal. However, in cases where the violation is serious, Eenovators reserves the right to dismiss employees even if they have not received a verbal or written warning. Eenovators Ltd has the discretion of specifying the grounds for termination in writing or not, but must state the date from which the termination takes effect. A notice of termination must be handed to an employee in person. In such circumstances, the period of notice is one month for both managerial and non-managerial Employee who have completed their probationary period. The Company reserves the right to pay Employee in lieu of notice. Eenovators Ltd may dismiss an employee without notice for gross misconduct, such as, but not confined to:

- Lacking the technical knowledge, conscientiousness, reliability or speed which could reasonably

- be expected of the employee, resulting in substandard output and/or low quantity;
- Assuming a false identity or submitting false certificates or recommendations to Eenovators;
Failing to observe written instructions from the employer;
 - Absenting him or herself without valid reason or permission during an aggregate of three consecutive working days in a month;
 - Knowingly misusing, misappropriating or embezzling Eenovators funds or property;
Arriving intoxicated at work or bringing alcohol or drugs to the work-site;
 - Committing a physical attack or threatening any supervisors or fellow employees.
 - Damaging equipment and/or property as a result of negligence or misuse, whether intentionally or otherwise;
 - Overturning or seriously damaging Eenovators vehicles due to negligent driving;
Transporting unauthorized passengers or goods;
 - Participating in an unlawful stoppage of work or inciting other Eenovators employees to participate in such a stoppage;
 - Violating the Criminal Law of Kenya;
 - Stealing property or money within Eenovators premises;
 - Conviction for an offence rendering the employee unsuitable for a position in Eenovators;
Imprisonment lasting more than ten days, thereby absenting him/herself from work;
 - Revealing confidential documents to others.

Safety, Health and Environment

Health and Safety in the office and in the field

Eenovators Ltd will protect the safety and health of its employees by providing them with the necessary protective clothing and equipment, personal or otherwise, as and when appropriate. Eenovators will provide adequate first aid facilities and fire extinguishers at work locations, vehicles and at compounds, and train the right number of employees in their use. Such trained employees will not be given leave at the same time. All employees shall strictly adhere to Eenovators safety regulations and warnings and the use of safety devices and personal protective equipment and clothing. In case of life-threatening emergencies, one should call an ambulance or emergency numbers such as 999, 719 or 119 or any emergency numbers available. When calling an ambulance, one should state briefly the name of the caller, telephone number in case they get disconnected, incident location, precise directions to location (any landmarks, road, street name, etc), nature or type of emergency, extent of injuries, level of consciousness, state of breathing, vital signs (if able to tell), number of casualties, membership number, first aid/resuscitation done, organization, etc.

Management of the Environment

Eenovators as an energy consulting firm is keen on following all laws and regulations provided for the conservation of the environment including but not limited to; the National Environmental Management Authority (NEMA) and the Environmental Management and Coordination Act 1999 (Amended 2012). All employees are encouraged to:

- maintain a clean work space
- dispose of all waste in the designated bins and ensure no plastic bags or bottles are dumped within the premises or while on site.
- adhere to a strict policy prohibit a production of any loud, unreasonable, unnecessary or unusual noise which would disturb, injure or endanger the comfort, repose, health or safety of others and the environment.
- closing of all taps to ensure no wastage of water.
- ensure we do not use any controlled substances in the work place or while on site.

No smoking policy

Smoking is prohibited in Eenovators office buildings, all vehicles, any Eenovators indoor workplace areas as well as clients'/customers' premises.

Those wishing to smoke should do so away from the areas mentioned above or in designated areas. Managers and supervisors should ensure that all Employee and visitors to the premises are made aware of this work-place policy.

Freedom from all Forms of Harassment

Eenovators has a policy of ensuring a work environment that is free from all forms of discrimination and harassment based upon an Employee's race, gender, religion, color, national or ethnic origin, marital status, sexual orientation, age, disability or any other characteristic protected by law.

For the purposes of this policy, harassment includes verbal, non-verbal or physical conduct, perpetrated by a supervisor, co-worker or third party with whom Eenovators works with, that discriminates against a Eenovators Employee because of his/her race, gender, religion, color, national or ethnic origin, marital status, sexual orientation, age, or any other characteristic protected by law. Sexual harassment includes, but is not limited to; unwelcome sexual advances, requests for sexual favors, and other verbal, non-verbal or physical conduct of a sexual nature. Examples of what may constitute sexual harassment include: Threatening or taking adverse employment actions if sexual favors are not granted, or demanding sexual favors in exchange for favorable or preferential treatment,

- (1) Unwanted remarks of a sexual nature, including those made as a part of any purported humorous conduct (such as off-color jokes),
- (2) Persistent and unwanted sexual flirtations, propositions or requests for sexual favors,
- (3) Unwanted physical touching of any kind,
- (4) Open displays or unsolicited showings of nude or sexually explicit photographs, derogatory or demeaning e-mails.

Personnel Files and Confidentiality Personnel Files

An individual file will be maintained for each employee, which will contain the following:

1. Signed Letter of Employment and salary history in Eenovators
2. Employee Personal Data Form
3. Cell phone Agreement (if applicable)
4. Signed copy of Standards of Integrity
5. Updated CV and copies of all original certificates
6. Job Description
7. Copy of National ID/Passport
8. Copy of NHIF Membership
9. Copy of NSSF Membership
10. Copy of PIN card
11. HELB Repayment Schedule (if applicable)
12. Copies of references-both personal and work related
13. Copy of driving license (if applicable)
14. Records of Performance Management Appraisals
15. Records of any disciplinary offences and action taken
16. Records of promotions, confirmations, transfers, commendations, etc.
17. Certification of Acceptance Form on Eenovators policies
19. Copy of Bank Card

20. Any other relevant documents

All of the above are confidential and are only available to the HR Manager, head of department and the directors.

Confidentiality of Information

All Employees are required to refrain from communicating to any person, verbally or in writing, any information known to him/her by reason of work position, which has not been made public, except in the proper course of his/her duties and if authorized by the directors.

Conflict of Interest and Personal Indemnity

Conflict of Interest Employees are prohibited from:

Using any information known to them by reason of their official position to their private advantage, either during their period of service or after separation from service;

Being actively associated with the management of or holding a financial interest in any business concern if it is possible for them to benefit from such association by reason of their official position with Eenovators;

Dealing in an official capacity with any matter involving a business concern in which they, or a close relative, hold a financial interest, without first disclosing the measure of the interest in writing to the HR Manager or Financial Manager.

Personal Indemnity

Eenovators will not be held responsible for any personal items lost, stolen, or damaged during an employee's stay at Eenovators. Eenovators will not request an employee to loan out or give any personal items for Eenovators use, nor should the employee loan or give out his or her personal items to Eenovators.



C.E.O. - Chris N. Mbori

EENOVATORS LIMITED EMPLOYEE CODE OF CONDUCT

1 (Professional Code of Conduct) – Our employees occupy a position of trust. In varying measure, each employee represents the Company in his or her relations with others whether governments, partners and sponsors, suppliers, other employees or the general public. Whatever the area of activity and whatever the degree of responsibility, the Company expects each employee to act in a manner that will enhance the Company's reputation. This code is designed to maintain a proper climate for ethical considerations within Eenovators Ltd and to provide a concise framework of practical guidance for all supervisors and employees of Eenovators Ltd

2 (Behavioral Attributes) – Eenovators Ltd and its employees will exhibit best practice, and additionally, but not limited to:

1. Comply fully with all legal requirements, domestic and foreign, applicable to Eenovators Ltd operation.
2. Ensure that all dealings between employees of Eenovators Ltd and sponsors, partners or public officials are to be conducted in a manner that will not compromise the integrity or reputation of any sponsor, partner or Eenovators Ltd.
3. Utilize all materials, supplies and other resources at their disposal carefully, economically and to the best interest of Eenovators Ltd.
4. Ensure that his/her private and public conduct upholds dignity and integrity.

2.1 (Board of Management) – The Board of Management and Trustees are the highest and overall units of the company and all employees shall hold them with high regard, honor and dignity. All staff members shall

1. In the exercise of his/her duties recognize that these Boards are the final authority in all matters relating to the company.
2. At all times uphold with respect the dignity of these Boards. Any portrayal of these units in a malevolent manner that lowers and degrades these units or the holders whether in word, action or through any media will result in strict disciplinary action.
3. Refrain from making remarks verbally or through any media that puts these units to disrepute.

4. Not purport to represent any of these units or their interests except where direct authorization is granted and made public in writing.

2.3 Conflict of Interest Policy

All employees are expected to be committed to meeting their duties and to contribute to EENOVATORS LTD interests by conducting themselves in a fair and objective manner. A conflict of interest arises when an employee's personal or private interests interfere, or appear to interfere, with their objectivity, judgment or ability to act in the best interests of the company. Employees should avoid acquiring any interests or participating in any activities that would tend to:

1. Deprive EENOVATORS LTD of the time or attention required to perform their duties properly;
2. Create an obligation or distraction, which would affect their judgment or ability to act solely in the Boards' best interest.

In certain instances, ownership or other participation in a competing or complementary business enterprise might create or appear to create such a conflict. Employees are required to disclose in writing all business, commercial or financial interests or activities that might reasonably be regarded as creating an actual or potential conflict with their duties of employment.

If personal financial benefit is improperly gained by an employee, directly or indirectly, as a result of his or her employment or by the use or misuse of Eenovators Ltd assets or property or of information that is confidential or proprietary to the company, then the employee will be subject to the consequences of breaching this Code, must account to the EENOVATORS LTD for any benefit received, and may be subject to criminal or other legal action.

Where in doubt or in need of interpretation, the employee shall, in the first instance, declare such interest to the office of the CEO and Human Resource Manager to seek guidance.

Any employee who is in a position of authority and who influences a process so as to benefit a fellow employee will be in breach of the conflict of interest policy and may face disciplinary action.

2.4 Other positions Except with the written consent of EENOVATORS LTD you may not accept any appointment of any administrative or advisory nature outside EENOVATORS LTD whether with or without remuneration.

3. Confidentiality

1. Other than as is reasonably required in the course of your duties, in no circumstances shall you without the written consent of the Company disclose to any person whatsoever any of the secrets, concerns, affairs, financial information or accounts of the Company or any of its employees during your employment or after its termination for any reason, except where the disclosure is required by law.
2. You may not communicate with any newspaper or other form of news media with regards to affairs of the Company except with the prior express approval of the CEO.
3. You are not permitted to make any copy, abstract, summary or précis of the whole or any part of a document belonging to the Company except where expressly authorized so to do or in the proper performance of your duties.
4. All notes, contacts, memoranda and any other type of information concerning the business of the Company or any of its suppliers, partners, agents, distributors or customers which shall be acquired, received or made by you during the course of your employment shall be the property of the Company and shall be surrendered at the termination of your employment or at any time at the request of the Company during the course of your employment

3.1 Representing the company

You are not permitted to represent yourself as an authorized agent of the company except in the course of the proper performance of your duties or where authorized to do so. When your employment ceases, you must not hold yourself out in any business context as being an employee of the Company.

3.2 Press Policy

Unless expressly authorized by the CEO, no employee may relay any information, not already public, regarding Eenovators Ltd to any member of the press (newspaper, magazine, radio, television, Internet or on websites). This includes confirming or

denying any statement made to an employee by another party. There is no exception to this policy. If contacted by the press, immediately refer calls to the CEO.

4. Pledging of credit

You may not at any time pledge the EENOVATORS LTD credit or in any way make EENOVATORS LTD liable for the payment of monies to any person or firm whatsoever except with the specific approval of the office of the CEO.

5. Dress Code

Eenovators Ltd strives to be known as an organization where employees enjoy their work environment while creating extraordinary results. Also, we would like our offices to be a place where open communication occurs comfortably across all levels. All employees should exercise sound judgment with regard to personal appearance, dress and grooming to enable them to be most effective in the performance of their duties. To help meet these goals, we have adopted a Formal Dress Policy as our dress standard. This policy invites employees to appear neat, clean, and appropriately dressed at all times, for a business or professional environment. All employees should maintain a professional appearance.

5.1 Personal Hygiene/Cleanliness

All employees must keep their desk and workspace clean at all times. Use of dustbins for disposal and management of waste material is encouraged.

5.2 Notices

Employees must not exhibit or distribute notices on the premises without prior authority from the Human Resources Department.

6. (Smoking Policy) – Smoking and/or the use of tobacco-based products is not permitted anywhere on Eenovators Ltd property at any time.

7. (Personal Gifts) – Through upholding the expected high standards of conduct and honesty, staff shall not abuse their positions by accepting gifts for personal gain. Staff

shall conduct themselves at all times in a manner that avoids suspicion of such behavior.

Any personal gifts, services or favors from suppliers or clients shall be reported to the HR Officer who will decide the appropriate action to be taken. In addition, employees shall not provide, directly or indirectly, on behalf of Eenovators Ltd, expensive gifts or excessive entertainment or other benefits to the company's stakeholders.

8. (Substance Abuse Policy) – Eenovators Ltd is concerned about the safety and wellbeing of every employee. It recognizes that alcohol and drug abuse creates potential health, safety, and security problems.

It is committed to maintaining a work environment free from substance abuse. The unlawful distribution, possession or use of a controlled substance on the premises is strictly prohibited. The possession and/or consumption of alcohol or any controlled substance in the workplace, or during associates or partner meetings or while on associates or partner premises are always strictly prohibited.

9 (Social Media Policy) – Eenovators Ltd recognizes that employees may engage in social networking. Social networking, for purposes of this policy, includes all types of postings on the Internet, including, but not limited to, social networking sites, (such as Facebook®, MySpace® or LinkedIn®); blogs and other on-line journals and diaries; bulletin boards and chat rooms; micro blogging, such as Twitter®; and the posting of video on YouTube® and similar media. Social networking also includes permitting or not removing postings by others where an employee can control the content of postings, such as on a personal profile or blog.

This Policy applies to social networking while off duty. Employees who engage in social networking should be mindful that their postings, even if done off premises and while off duty, could have an adverse effect on the Company's legitimate business interests. If your social networking includes any information related to Eenovators, please do the following:

1. Make it clear to your readers that the views expressed are yours alone and do not reflect the views of the Company, by stating, for example, "The views expressed in this post are my own. They have not been reviewed or approved by the company."

2. Do not defame or otherwise discredit the Company's products or services, or the products or services of its vendors or competitors. Do not mention customers, business partners, or suppliers without prior approval.
3. Do not use the Company's logo, trademark or proprietary graphics, or photographs of the company's premises or products.
4. Do not disclose personal or contact information, or post photographs, of co-workers or supervisors without their prior permission.
5. The Eenovators Ltd has spent substantial time and resources building its reputation and good will. These are valuable and important corporate assets. Before you engage in any social networking that identifies yourself as an employee of the Eenovators Ltd, or that identifies the company, please consider whether you are damaging the Company's reputation. If you are uncertain, you should consult your supervisor or your Section Head before posting.
6. You are more likely to resolve complaints about work by speaking directly with your co-workers, supervisor or other management-level staff than by posting complaints on the Internet. If you, nonetheless, decide to post complaints or criticism, avoid doing so in a way that is defamatory or damaging to the Company or any of the other staff or be prepared to face disciplinary action.

10. HIV/ AIDS Policy

10.1 (HIV/AIDS Policy) – Eenovators Ltd is committed to promoting a work environment that is adequate to protect the health and wellbeing of all its employees. Furthermore, Eenovators Ltd promotes a policy of non-discrimination at the workplace on account of an employee's health status, subject to fitness to perform a particular task. To this end, Eenovators Ltd shall provide any necessary education and training for sensitization of all employees, and their families, exposed to or are HIV positive are provided with confidential, fair and equal treatment. On their part employees should internalize their obligations regarding HIV & AIDS at the workplace, including:

1. Providing support to colleagues who disclose their status, including non-segregation or discrimination in any way, and thus reducing stigmatization.
2. Being informed on the medical and social aspects of HIV/AIDS.
3. Participating in, and promoting HIV/AIDS workplace interventions.

4. Taking care to maintain a healthy standard of living and status.
5. Adhering to Eenovators Ltd policies and national laws including:
 - a. The HIV and AIDS Prevention and Control Act of 2006
 - b. The Sexual Offences Act of 2007

11. Sexual Harassment Policy

(Harassment) – Eenovators Ltd is committed to providing and maintaining a work environment that supports the dignity of all individuals, and will make every effort to ensure that no one at EENOVATORS LTD is subjected to any form of personal harassment at the workplace. Harassment is behavior that could be verbal, physical, deliberate, unsolicited and unwelcome. It includes unwelcome remarks, jokes or innuendoes about a person's body or attire, leering, practical jokes which cause awkwardness or embarrassment and acts which cause humiliation, insult or intimidation. All staff members of Eenovators Ltd should know that such conduct will not be tolerated at any level and will be subject to severe disciplinary action.

11.2 Sexual Harassment Eenovators Ltd does not tolerate sexual harassment at any level. This policy provides procedures for victims of sexual harassment to report sexual harassment and disciplinary penalties for those who commit sexual harassment. No person, employee or third party, regardless of his or her title or position, has the authority, whether expressed, actual, apparent or implied, to commit sexual harassment.

Sexual harassment includes use of language written or unwritten of sexual nature, direct or indirect request for sexual favors, verbal or physical conduct of a sexual nature where such actions are made a condition of employment that interferes with an individual's work performance or creates an intimidating, hostile, or offensive working environment.

Examples include requiring a sexual act or favor to keep a job, to procure a job or raise, or to obtain a promotion. Eenovators Ltd prohibits and does not tolerate any employee, manager or visitor, male or female, to harass an employee or nonemployee participant in the workplace or to create a hostile or intolerable working environment by exhibiting, committing or encouraging:

1. Material such as pornographic or sexually explicit posters, calendars, graffiti or objects;
2. Unwanted, unwelcome, and unwarranted sexual advances, including, but not limited to, requests, comments or innuendoes regarding sex, including sexual jokes, gestures, statements or stalking;
3. Intentional or malicious physical contact that is sexual in nature, including, but not limited to, touching, pinching, patting, brushing and/or pulling against another's body or clothes;
4. Physical assaults on other employees, including but not limited to rape, sexual battery, molestation, or any attempts to commit such acts or assaults.

This policy, as spelt out, determines what constitutes sexual harassment based on a review of the facts and circumstances of each situation. All employees, including supervisors and managers, will be subject to severe disciplinary action, up to and including dismissal, for any act of sexual harassment they are believed to have committed.

11.2.1 (Procedure for Reporting Sexual Harassment) – If you are sexually harassed, you must report the act of harassment to your immediate supervisor immediately. If you feel uncomfortable doing so, or if your supervisor is the source of the problem, condones the problem, or ignores the problem, then you can direct your questions, problems, complaints, or reports to the office of the CEO, Human Resource or trusted Senior Management.

You are not required to directly confront the person who is the source of your report, question, or complaint before notifying any of those individuals listed. Any manager, supervisor or employee who, after appropriate investigation, is found to have engaged in sexual harassment of another employee will be subject to disciplinary action. The complaint will be promptly and thoroughly investigated.

Confidentiality of reports and investigations of sexual harassment will be maintained to the greatest extent possible. Employees requiring further clarifications about this policy should contact the office of the Human Resource for a confidential and frank discussion. Fabricated or False harassment reports will attract severe disciplinary action against the party making the false allegation. This sexual harassment policy is in compliance with The Employment Act, 6(2) 2007.

Ensure that you have read, understood and accepted the above rules of conduct and agree these rules being a condition of employment by Eenovators Ltd. All employees are required to sign the Code of Conduct Form provided by the Human Resources Office and return the form for filing in personnel files.

Summary of the Code of Conduct Rules

1. Work honestly and carefully at all times.
2. You must not be absent from work, arrive late or leave work early without notification.
3. Follow all EENOVATORS's health and safety rules.
4. Do not drink alcohol or consume narcotics during working hours.
5. Do not fight, assault or abuse a staff member or visitor.
6. Do not use EENOVATORS's property in a careless or neglect way.
7. During working hours, you must not do any business except that for which Eenovators Ltd pays you.

Offences that carry disciplinary action.

1. Willful failure to obey legitimate instructions.
2. Willful misuse of EENOVATORS property.
3. Improper publicity of information damaging to Eenovators Ltd reputation.
4. Desertion (absence from work without permission for 3 consecutive days or more).
5. Sleeping on duty.
6. Lateness or leaving work early without consultation.
7. Failing to co-operate with other employees on ground of race, tribe, religion, sexual orientation or sex of another person.
8. Acting in a prejudicial way against employee on grounds of race, tribe religion, sexual orientation or sex of another person.
9. Reporting on duty under influence of alcohol.

Any of the offences described above constitutes serious misconduct and immediate dismissal may occur.

1. Breach of safety rules.
2. Careless or negligent of work.
3. Fighting at work.



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www.eenovators.com; info@eenovators.com

4. Threatening behavior to another worker.
5. Having any private business deals with suppliers of Eenovators Ltd on the Company's deals.
6. Receiving or giving of gifts or tokens.

Repetition of the same offence after committing another within a period of 12 months of the first offence could lead to summary dismissal.



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At-Will Employment Agreement and Acknowledgement of Receipt of Employee Handbook

Employee: _____

I acknowledge that I have received a copy of the Employee Code of Conduct, which contains vital information on the Company's policies, procedures and benefits.

I understand that this handbook's policies are intended only as guidelines, not as a contract of employment. I understand that my employment is on "at-will" terms and therefore subject to termination, with or without notice, by myself or the Company. Changes to my "at-will" status may only take the form of a written agreement signed by an authorized member of the Company as well as myself. This agreement supersedes all prior/contemporaneous inconsistent agreements.

I understand that the Company may change its policies, procedures and benefits at any time at its discretion, as well as interpret or vary them however it deems appropriate.

I have read (or will read) and agree to abide by all policies and procedures contained therein.

Employee name:

Employee No-----

Employee Signature-----

Place and date-----

EENOVATORS LIMITED EMPLOYEE CODE OF CONDUCT

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4. Ensure that his/her private and public conduct upholds dignity and integrity.

2.1 (Board of Management) – The Board of Management and Trustees are the highest and overall units of the company and all employees shall hold them with high regard, honor and dignity. All staff members shall

1. In the exercise of his/her duties recognize that these Boards are the final authority in all matters relating to the company.
2. At all times uphold with respect the dignity of these Boards. Any portrayal of these units in a malevolent manner that lowers and degrades these units or the holders whether in word, action or through any media will result in strict disciplinary action.
3. Refrain from making remarks verbally or through any media that puts these units to disrepute.

4. Not purport to represent any of these units or their interests except where direct authorization is granted and made public in writing.

2.3 Conflict of Interest Policy

All employees are expected to be committed to meeting their duties and to contribute to EENOVATORS LTD interests by conducting themselves in a fair and objective manner. A conflict of interest arises when an employee's personal or private interests interfere, or appear to interfere, with their objectivity, judgment or ability to act in the best interests of the company. Employees should avoid acquiring any interests or participating in any activities that would tend to:

1. Deprive EENOVATORS LTD of the time or attention required to perform their duties properly;
2. Create an obligation or distraction, which would affect their judgment or ability to act solely in the Boards' best interest.

In certain instances, ownership or other participation in a competing or complementary business enterprise might create or appear to create such a conflict. Employees are required to disclose in writing all business, commercial or financial interests or activities that might reasonably be regarded as creating an actual or potential conflict with their duties of employment.

If personal financial benefit is improperly gained by an employee, directly or indirectly, as a result of his or her employment or by the use or misuse of Eenovators Ltd assets or property or of information that is confidential or proprietary to the company, then the employee will be subject to the consequences of breaching this Code, must account to the EENOVATORS LTD for any benefit received, and may be subject to criminal or other legal action.

Where in doubt or in need of interpretation, the employee shall, in the first instance, declare such interest to the office of the CEO and Human Resource Manager to seek guidance.

Any employee who is in a position of authority and who influences a process so as to benefit a fellow employee will be in breach of the conflict of interest policy and may face disciplinary action.

2.4 Other positions Except with the written consent of EENOVATORS LTD you may not accept any appointment of any administrative or advisory nature outside EENOVATORS LTD whether with or without remuneration.

3. Confidentiality

1. Other than as is reasonably required in the course of your duties, in no circumstances shall you without the written consent of the Company disclose to any person whatsoever any of the secrets, concerns, affairs, financial information or accounts of the Company or any of its employees during your employment or after its termination for any reason, except where the disclosure is required by law.
2. You may not communicate with any newspaper or other form of news media with regards to affairs of the Company except with the prior express approval of the CEO.
3. You are not permitted to make any copy, abstract, summary or précis of the whole or any part of a document belonging to the Company except where expressly authorized so to do or in the proper performance of your duties.
4. All notes, contacts, memoranda and any other type of information concerning the business of the Company or any of its suppliers, partners, agents, distributors or customers which shall be acquired, received or made by you during the course of your employment shall be the property of the Company and shall be surrendered at the termination of your employment or at any time at the request of the Company during the course of your employment

3.1 Representing the company

You are not permitted to represent yourself as an authorized agent of the company except in the course of the proper performance of your duties or where authorized to do so. When your employment ceases, you must not hold yourself out in any business context as being an employee of the Company.

3.2 Press Policy

Unless expressly authorized by the CEO, no employee may relay any information, not already public, regarding Eenovators Ltd to any member of the press (newspaper, magazine, radio, television, Internet or on websites). This includes confirming or

denying any statement made to an employee by another party. There is no exception to this policy. If contacted by the press, immediately refer calls to the CEO.

4. Pledging of credit

You may not at any time pledge the EENOVATORS LTD credit or in any way make EENOVATORS LTD liable for the payment of monies to any person or firm whatsoever except with the specific approval of the office of the CEO.

5. Dress Code

Eenovators Ltd strives to be known as an organization where employees enjoy their work environment while creating extraordinary results. Also, we would like our offices to be a place where open communication occurs comfortably across all levels. All employees should exercise sound judgment with regard to personal appearance, dress and grooming to enable them to be most effective in the performance of their duties. To help meet these goals, we have adopted a Formal Dress Policy as our dress standard. This policy invites employees to appear neat, clean, and appropriately dressed at all times, for a business or professional environment. All employees should maintain a professional appearance.

5.1 Personal Hygiene/Cleanliness

All employees must keep their desk and workspace clean at all times. Use of dustbins for disposal and management of waste material is encouraged.

5.2 Notices

Employees must not exhibit or distribute notices on the premises without prior authority from the Human Resources Department.

6. (Smoking Policy) – Smoking and/or the use of tobacco-based products is not permitted anywhere on Eenovators Ltd property at any time.

7. (Personal Gifts) – Through upholding the expected high standards of conduct and honesty, staff shall not abuse their positions by accepting gifts for personal gain. Staff

shall conduct themselves at all times in a manner that avoids suspicion of such behavior.

Any personal gifts, services or favors from suppliers or clients shall be reported to the HR Officer who will decide the appropriate action to be taken. In addition, employees shall not provide, directly or indirectly, on behalf of Eenovators Ltd, expensive gifts or excessive entertainment or other benefits to the company's stakeholders.

8. (Substance Abuse Policy) – Eenovators Ltd is concerned about the safety and wellbeing of every employee. It recognizes that alcohol and drug abuse creates potential health, safety, and security problems.

It is committed to maintaining a work environment free from substance abuse. The unlawful distribution, possession or use of a controlled substance on the premises is strictly prohibited. The possession and/or consumption of alcohol or any controlled substance in the workplace, or during associates or partner meetings or while on associates or partner premises are always strictly prohibited.

9 (Social Media Policy) – Eenovators Ltd recognizes that employees may engage in social networking. Social networking, for purposes of this policy, includes all types of postings on the Internet, including, but not limited to, social networking sites, (such as Facebook®, MySpace® or LinkedIn®); blogs and other on-line journals and diaries; bulletin boards and chat rooms; micro blogging, such as Twitter®; and the posting of video on YouTube® and similar media. Social networking also includes permitting or not removing postings by others where an employee can control the content of postings, such as on a personal profile or blog.

This Policy applies to social networking while off duty. Employees who engage in social networking should be mindful that their postings, even if done off premises and while off duty, could have an adverse effect on the Company's legitimate business interests. If your social networking includes any information related to Eenovators, please do the following:

1. Make it clear to your readers that the views expressed are yours alone and do not reflect the views of the Company, by stating, for example, "The views expressed in this post are my own. They have not been reviewed or approved by the company."

2. Do not defame or otherwise discredit the Company's products or services, or the products or services of its vendors or competitors. Do not mention customers, business partners, or suppliers without prior approval.
3. Do not use the Company's logo, trademark or proprietary graphics, or photographs of the company's premises or products.
4. Do not disclose personal or contact information, or post photographs, of co-workers or supervisors without their prior permission.
5. The Eenovators Ltd has spent substantial time and resources building its reputation and good will. These are valuable and important corporate assets. Before you engage in any social networking that identifies yourself as an employee of the Eenovators Ltd, or that identifies the company, please consider whether you are damaging the Company's reputation. If you are uncertain, you should consult your supervisor or your Section Head before posting.
6. You are more likely to resolve complaints about work by speaking directly with your co-workers, supervisor or other management-level staff than by posting complaints on the Internet. If you, nonetheless, decide to post complaints or criticism, avoid doing so in a way that is defamatory or damaging to the Company or any of the other staff or be prepared to face disciplinary action.

10. HIV/ AIDS Policy

10.1 (HIV/AIDS Policy) – Eenovators Ltd is committed to promoting a work environment that is adequate to protect the health and wellbeing of all its employees. Furthermore, Eenovators Ltd promotes a policy of non-discrimination at the workplace on account of an employee's health status, subject to fitness to perform a particular task. To this end, Eenovators Ltd shall provide any necessary education and training for sensitization of all employees, and their families, exposed to or are HIV positive are provided with confidential, fair and equal treatment. On their part employees should internalize their obligations regarding HIV & AIDS at the workplace, including:

1. Providing support to colleagues who disclose their status, including non-segregation or discrimination in any way, and thus reducing stigmatization.
2. Being informed on the medical and social aspects of HIV/AIDS.
3. Participating in, and promoting HIV/AIDS workplace interventions.

4. Taking care to maintain a healthy standard of living and status.
5. Adhering to Eenovators Ltd policies and national laws including:
 - a. The HIV and AIDS Prevention and Control Act of 2006
 - b. The Sexual Offences Act of 2007

11. Sexual Harassment Policy

(Harassment) – Eenovators Ltd is committed to providing and maintaining a work environment that supports the dignity of all individuals, and will make every effort to ensure that no one at EENOVATORS LTD is subjected to any form of personal harassment at the workplace. Harassment is behavior that could be verbal, physical, deliberate, unsolicited and unwelcome. It includes unwelcome remarks, jokes or innuendoes about a person's body or attire, leering, practical jokes which cause awkwardness or embarrassment and acts which cause humiliation, insult or intimidation. All staff members of Eenovators Ltd should know that such conduct will not be tolerated at any level and will be subject to severe disciplinary action.

11.2 Sexual Harassment Eenovators Ltd does not tolerate sexual harassment at any level. This policy provides procedures for victims of sexual harassment to report sexual harassment and disciplinary penalties for those who commit sexual harassment. No person, employee or third party, regardless of his or her title or position, has the authority, whether expressed, actual, apparent or implied, to commit sexual harassment.

Sexual harassment includes use of language written or unwritten of sexual nature, direct or indirect request for sexual favors, verbal or physical conduct of a sexual nature where such actions are made a condition of employment that interferes with an individual's work performance or creates an intimidating, hostile, or offensive working environment.

Examples include requiring a sexual act or favor to keep a job, to procure a job or raise, or to obtain a promotion. Eenovators Ltd prohibits and does not tolerate any employee, manager or visitor, male or female, to harass an employee or nonemployee participant in the workplace or to create a hostile or intolerable working environment by exhibiting, committing or encouraging:

1. Material such as pornographic or sexually explicit posters, calendars, graffiti or objects;
2. Unwanted, unwelcome, and unwarranted sexual advances, including, but not limited to, requests, comments or innuendoes regarding sex, including sexual jokes, gestures, statements or stalking;
3. Intentional or malicious physical contact that is sexual in nature, including, but not limited to, touching, pinching, patting, brushing and/or pulling against another's body or clothes;
4. Physical assaults on other employees, including but not limited to rape, sexual battery, molestation, or any attempts to commit such acts or assaults.

This policy, as spelt out, determines what constitutes sexual harassment based on a review of the facts and circumstances of each situation. All employees, including supervisors and managers, will be subject to severe disciplinary action, up to and including dismissal, for any act of sexual harassment they are believed to have committed.

11.2.1 (Procedure for Reporting Sexual Harassment) – If you are sexually harassed, you must report the act of harassment to your immediate supervisor immediately. If you feel uncomfortable doing so, or if your supervisor is the source of the problem, condones the problem, or ignores the problem, then you can direct your questions, problems, complaints, or reports to the office of the CEO, Human Resource or trusted Senior Management.

You are not required to directly confront the person who is the source of your report, question, or complaint before notifying any of those individuals listed. Any manager, supervisor or employee who, after appropriate investigation, is found to have engaged in sexual harassment of another employee will be subject to disciplinary action. The complaint will be promptly and thoroughly investigated.

Confidentiality of reports and investigations of sexual harassment will be maintained to the greatest extent possible. Employees requiring further clarifications about this policy should contact the office of the Human Resource for a confidential and frank discussion. Fabricated or False harassment reports will attract severe disciplinary action against the party making the false allegation. This sexual harassment policy is in compliance with The Employment Act, 6(2) 2007.

Ensure that you have read, understood and accepted the above rules of conduct and agree these rules being a condition of employment by Eenovators Ltd. All employees are required to sign the Code of Conduct Form provided by the Human Resources Office and return the form for filing in personnel files.

Summary of the Code of Conduct Rules

1. Work honestly and carefully at all times.
2. You must not be absent from work, arrive late or leave work early without notification.
3. Follow all EENOVATORS's health and safety rules.
4. Do not drink alcohol or consume narcotics during working hours.
5. Do not fight, assault or abuse a staff member or visitor.
6. Do not use EENOVATORS's property in a careless or neglect way.
7. During working hours, you must not do any business except that for which Eenovators Ltd pays you.

Offences that carry disciplinary action.

1. Willful failure to obey legitimate instructions.
2. Willful misuse of EENOVATORS property.
3. Improper publicity of information damaging to Eenovators Ltd reputation.
4. Desertion (absence from work without permission for 3 consecutive days or more).
5. Sleeping on duty.
6. Lateness or leaving work early without consultation.
7. Failing to co-operate with other employees on ground of race, tribe, religion, sexual orientation or sex of another person.
8. Acting in a prejudicial way against employee on grounds of race, tribe religion, sexual orientation or sex of another person.
9. Reporting on duty under influence of alcohol.

Any of the offences described above constitutes serious misconduct and immediate dismissal may occur.

1. Breach of safety rules.
2. Careless or negligent of work.
3. Fighting at work.



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4. Threatening behavior to another worker.
5. Having any private business deals with suppliers of Eenovators Ltd on the Company's deals.
6. Receiving or giving of gifts or tokens.

Repetition of the same offence after committing another within a period of 12 months of the first offence could lead to summary dismissal.



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At-Will Employment Agreement and Acknowledgement of Receipt of Employee Handbook

Employee: _____

I acknowledge that I have received a copy of the Employee Code of Conduct, which contains vital information on the Company's policies, procedures and benefits.

I understand that this handbook's policies are intended only as guidelines, not as a contract of employment. I understand that my employment is on "at-will" terms and therefore subject to termination, with or without notice, by myself or the Company. Changes to my "at-will" status may only take the form of a written agreement signed by an authorized member of the Company as well as myself. This agreement supersedes all prior/contemporaneous inconsistent agreements.

I understand that the Company may change its policies, procedures and benefits at any time at its discretion, as well as interpret or vary them however it deems appropriate.

I have read (or will read) and agree to abide by all policies and procedures contained therein.

Employee name:

Employee No-----

Employee Signature-----

Place and date-----



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LABOUR RIGHTS STATEMENT

Eenovators Limited was established in 2013 as an Energy Consulting and Service Company dedicated to offering innovative and reliable energy efficiency solutions for the energy industry in Kenya, East Africa and larger African regions. Our products and services are rooted in engineering and driven by innovation, passion, state of the art equipment and world experience. We are based in Suite 103/104A, Repen Complex along Mombasa Road, Kenya and currently employ 13 experienced, qualified professionals in various fields.

We observe all labor rights guidelines on the freedom of association and the effective recognition of the right to collective bargaining, the elimination of forced or compulsory labor, the abolition of child labor and the elimination of discrimination in respect of employment and occupation.

All our employees are aware of their Rights including; the Right to a safe workplace free of dangerous conditions, toxic substances, and other potential safety hazards; Right to a grievance procedure, Right to be free from retaliation for filing a claim or complaint against an employer; and the Right to fair wages for work performed.

Eenovators Ltd is an equal and fair employer with high regard placed on our employee relations, staff management and recruitment regardless of the level of economic development to ensure equity, social progress and to eradicate poverty. At Eenovators, we uphold the majority of employee being women and half of them are the Youth.

A handwritten signature in blue ink, appearing to read "Chris N. Mbori", is positioned above the printed name.

Chris N. Mbori

Chief Executive Officer



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ENERGIZING THE WORLD THROUGH INNOVATIVE SOLUTIONS

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