

HAGU TRANSPORTERS LIMITED

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CODE OF CONDUCT

Scope of our code of conduct

HAGU- TRANSPORTERS Limited firmly believes that sustained excellent performance is the fruit of developing a work ethic founded upon the core values of integrity, transparency, professionalism and accountability. We endeavor to uphold and nurture these core values in all facets of operations.

. All employees as well as the management staffs are required to read, understand and inculcate this Code of Business conduct and Ethics, uphold these standards in day to day activities, comply with all applicable policies and procedures and ensure that all employees live by the guidelines of this code of conduct.

This Code is intended to serve as a source of guiding principles for all employees of HAGU

For the success of this code of conduct every arm of the company is required to uphold and live by this guiding principles.

- Managers/Supervisors Responsibilities:

Managers are responsible and accountable for:

- Undertaking their duties and behaving in a manner that is consistent with the provisions of the Employee Code of Conduct,
- Awareness of this code of conduct and by providing the constant reminders of adherence of this code of conduct.
- Informing employees in their teams about the Employee Code of Conduct, relevant policies, procedures and minutes,
- Reporting any departure from the Employee Code of Conduct by themselves or others,
- Ensuring this principle are upheld at all times

- **All employees have a responsibility to:**

- Be personally responsible and accountable for their own performance, behavior, attendance and punctuality in the workplace,
- Undertake their duties and behave in a manner that is consistent with the provisions of the Employee Code of Conduct,
- Report any departure from the Employee Code of Conduct by themselves or others,
- Comply with company's policies and procedures,
- Promote a positive, safe and healthy environment in the conduct of their work,

- **On attendance and punctuality**

- Employees are required to be punctual in their attendance every working day
- Employee who is unavailable or running late for a valid reason should report and offer explanation to their respective managers
- Working hour is as stipulated on the contract and must be adhered to all times
- Employees must therefore ensure that their appearance is neat, clean and appropriate for their particular area of work. A high standard of personal hygiene is expected at all times.

Where applicable Employees who are required to have uniforms are supposed to be dressed in uniforms only whenever they report on duty.

- **On fairness and equity**

- No employee shall take unfair advantage of anyone through manipulation, concealment, abuse of privileged information, misrepresentation for whatsoever reason/benefit or any other unfair dealing.

- **On use of company equipment's**

- All employees and managers shall protect the Company's assets and ensure its efficient use. Mis-use, carelessness, and waste of assets have a direct impact on the Company's profitability. All Company assets shall be used for legitimate business purposes. The personal use of Company assets without permission is prohibited.

- **On confidentiality and use of Information**

Confidentiality is at the core of all our engagements and interactions, every employee is responsible for integrity and security of official information which is in their knowledge. This information may include but is not limited to customer details, processes, system details, tariffs, commission, incentives, budgets, financial statements and records etc. The Confidential information refers to non-public information that might be of use to competitors or harmful to the Company should such information leak to outsiders. use of confidential information for personal gain or profit is highly prohibited.

Employees have an obligation to ensure that professional information is secured against loss, misuse or unauthorized access or disclosure.

- **On conflict of Interest**

If an employee becomes aware of any conflict of interest, then they must notify their immediate managers of the HR, Conflict of interest may appear in many forms and if an employee feels certain situation may amount to conflict then the employee should disqualify themselves from that particular activity Immediately

To quote an example conflict of interest may arise where an employee makes or participates in decisions affecting another person with whom they have a personal relationship (such as a relative, spouse, close friend or personal associate

- **On gift and benefits**

Employees should not accept a gift, secret commission or a benefit from a person or organization if the intent of the gift or the benefit is to induce the employee to extend a financial or other benefit to a person or organization outside the company.