



HUMAN RESOURCE

GUARANTEED
FINANCIAL
SECURITY

The HR team welcomes you to Octagon.

We are thrilled to have you join our amazing team.

We value the talents and ideas of everyone on our team and hope you'll always feel free to innovate, share your thoughts with the team.

You're a part of our team now, and we look forward to a successful journey with you!

Welcome aboard!



SNIP SHOT OF

- TERMS & CONDITIONS OF EMPLOYMENT
- RELATED POLICIES & PROCEDURES
- PROCESS & WORK INSTRUCTIONS

GUARANTEED
FINANCIAL
SECURITY

TERMS AND CONDITIONS OF EMPLOYMENT

Terms and Conditions Of Employment

a) Pay & Benefits

Your salary will reflect your responsibilities with regard to your job title and job description. The make of the pay is basic pay + 15% house Allowance.

The firm's benefits provided to you will be reviewed regularly to ensure they remain competitive in the market place.

Your salary is payable by the last working day of each month by direct credit transfer into your bank.

An itemized pay slip will be issued to you reflecting payments, deductions and the amounts credited to your account after all deductions have been effected. For any queries please contact the HR Department.

Terms and Conditions Of Employment

b) Retirement age

Octagon's stipulated retirement age is 60 years. Your employment will automatically terminate at the end of the month in which you reach this age.

c) Company benefits;

Pension scheme

The firm operates a pension scheme and you are entitled to join providing you have a permanent and pensionable contract. Both the employer's contribution and employee's contribution is 6% respectively.

Terms and Conditions Of Employment

c) Medical health

You shall be entitled to membership in the staff medical cover providing both out-patient and in-patient cover as per the amounts determined by the employer from time to time. Provided you are employed on a permanent contract. The medical cover is on a 80/20 contributory (80% employer; 20% employee).

GUARANTEED
FINANCIAL
SECURITY

DIVERSITY POLICY



- Defines Diversity; race, gender, style, sexuality, religion etc
- Allowing employees to
 - be themselves at work,
 - be part of organizational processes;
 - value differences and
 - encourage involvement to maximize the use of their skills.
- Dress Code
 - Decent dressing
 - Dress down Friday/or any other day- Octagon Shirt/t-shirt
 - Neatness, tidiness, cleanliness and modesty in style (naturally sensitive and appropriate).

GUARANTEED
FINANCIAL
SECURITY

SEXUAL HARASSMENT POLICY: 3



- Unwanted or unwelcome sexual conduct or advances THAT create discomfort, embarrassment or feelings of insecurity
- Sexual harassment is a display of power which is intended to intimidate, coerce or degrade another employee.'
- A zero-tolerance approach to sexual harassment and all forms of harassment.

Forms of Sexual Harassment:-

- Physical
- Verbal
- Non-Verbal

Sexual harassment can occur in the following ways

- By co-worker
- Direct Reports
- Direct repartee harasses Supervisor
- Man to Woman; Woman to Man; Man to Man or Woman to Woman

Remedies:-

- Raise the complaint through the Grievance Procedure
- Complaints treated in strictest of confidence
- Will be thoroughly investigated
- Octagon will not tolerate retaliation or victimization.
- Disciplinary process:-
- If proven true
- If proven falsified

GUARANTEED
FINANCIAL
SECURITY

Code of Conduct:17



- Working Conduct
- Business Practices
- Gifts &
- Transparency
- Official Language
- Politics
- Personal Information
- Personal Conduct outside of work
- Serious Diseases
- Drug free Workplace

Disciplinary – Fair Administrative Action Act 4 of 2015

- Administrative Action must be:
- Conducted in a fair and transparent manner
- Be dealt with promptly
- Be based on proper investigations to establish the facts;
- Be undertaken only in cases where good reason and clear evidence exists;
- Employee should be informed of the basis of the problem;
SHOW CAUSE WHY
- Be appropriate to the nature of the offence that has been committed

Disciplinary Measures

- Be demonstrably fair and consistent with previous action in similar circumstances
- Allow employees the right to answer any charges made against them; **answer to SHOW CAUSE WHY/DISCIPLINARY INVITE**
- Right of appeal against any disciplinary action
- Major/Minor Offences
- Procedure
- Duties/Responsibility of each party

GUARANTEED
FINANCIAL
SECURITY

Covid-19 Compliance Policy

snip shot



- All employees must comply with the laid down guidelines by World Health Organization and Ministry of Health.
- Non-compliance will be treated as insubordination and will attract disciplinary action.
- All staff must sanitize or wash your hands with soaps before accessing the workplace.
- The office is a public place. Wear the face mask appropriately.
- Keep a distance of at-least 1.5 metres between you and your colleague at all times.
- Sharing of cups, glasses, dishes and cutlery is highly discouraged.

PROCESS & WORK INSTRUCTIONS

- Email Interface: Ms Outlook
- Local Intranet: octagonafrica.local

Meetings:

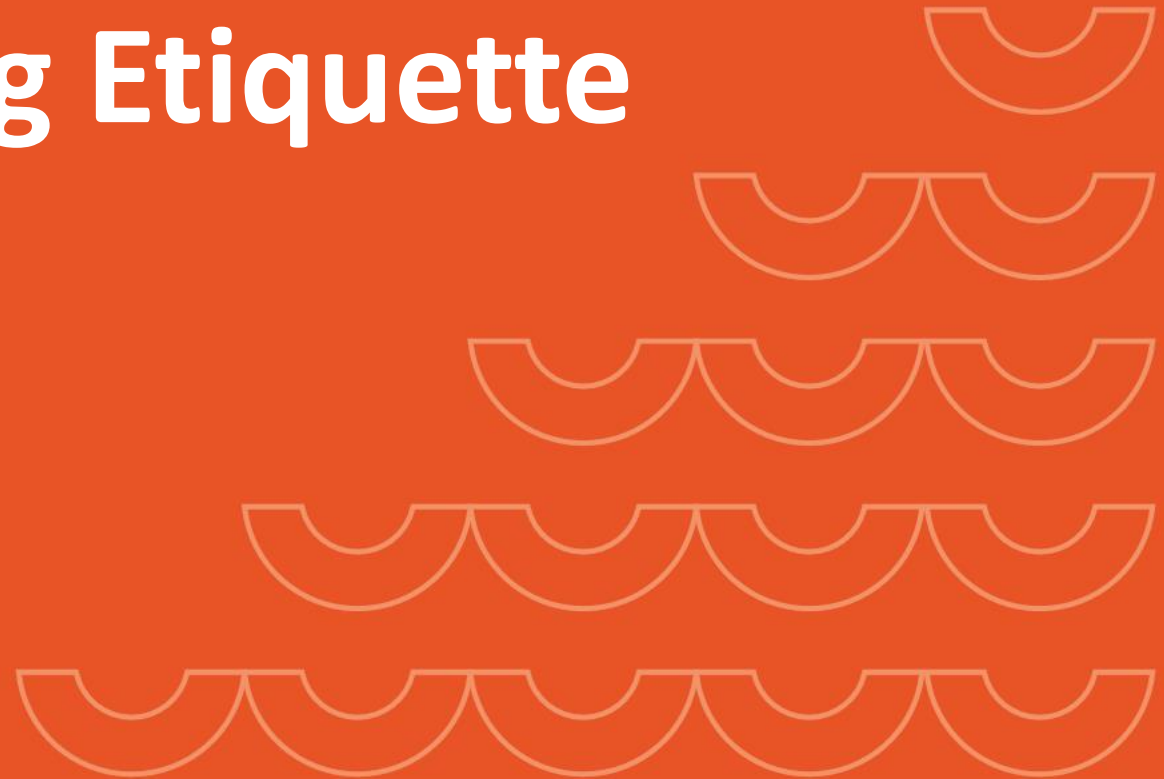
- Octagon uses Teams platform for all internal/external meetings.
- Other virtual communication tools include google meet and skype

Flexi Hours:

- 7am-4pm; 8am-5pm; 9am-6pm
- Staff Engagement with any Media : Staff members are not allowed to talk to the Press about the business without express consent from the Group CEO's office.

GUARANTEED
FINANCIAL
SECURITY

Virtual Meeting Etiquette



- Virtual meetings are now the standard business norm and to protect the Octagon brand and ensure a workplace environment that is free of unnecessary distractions and annoyances the following rules are a must for virtual meetings:-
- Staff must dress appropriately for virtual meetings (BUSINESS ATTIRE).
- Staff members must maintain a neat and clean appearance during virtual meetings.
- Physical surroundings: your physical background and/or virtual background must be free of distractions.
- For meetings of less than 15 attendees, ALL VIDEOS MUST BE ON.

- Mute your microphone when you are not talking.
- Stay seated and present.
- Test your equipment beforehand and ensure it is ALL WORKING.
- In small meetings acknowledge people when you join in.
- Room lighting – ensure you have adequate natural or overhead lighting.
- Avoid mannerisms that are distracting to the other members.
- Ensure you join the meeting at least 5 (five) minutes before the start of the meeting.

CONTINUATION

- Confirm availability of the attendees' thereafter book the meeting on the calendar to avoid double booking meetings

GUARANTEED
FINANCIAL
SECURITY

ABSENTEEISM AND LATENESS



The HR Office does not accept text / WhatsApp messages as a way of excusing yourself from work.

Procedure / expectation for each category:

Sickness:-

- **Normal illness:-**

Apply for sick leave in ESS (Sage) and on the same day attach the sick sheet from Octagon's Panel of Doctors, if you are on medical cover. If not on medical cover, attach a sick sheet from a Recognized and Registered Medical Practitioner. We will no longer accept absenteeism due to monthly ailments, if you have to be absent you must bring a medical sheet excusing you from work.

- **Critical illness:-**

It is prudent to let your family members know that in case you are critically ill they should call your employer-HR office to inform us that you are incapacitated.

- **Emergencies:-**

- Apply for leave on ESS.
- Thereafter **CALL** your Line Manager **BEFORE YOUR REPORTING TIME** and inform them of your emergency and request to absent yourself.
- Failure to observe the above will be treated as absconding duty. Kindly note that all staff are on ESS, ensure you have your log in credentials.

Lateness:-

- Please note that you are expected to be in the office on time. Lateness is tardiness and will not be treated as a reason but as an excuse.

END OF HUMAN RESOURCE

WestPark Suites, 3rd Floor,
Ojjo Road, opp. Parklands Police Station
P. O. Box 10034 - 00100 Nairobi - Kenya

T: +254 - 020 2155120 / 6001948-9
C: 0709 986 000 / 0708 726 830

info@octagonafrica.com

www.octagonafrica.com