

# COMPANY POLICY MANUAL

2023 EDITION

RENEWABLE ENERGY  
& ELECTRICAL CONTRACTING



**KNIGHTS ENERGY**  
*for professional Solar Solutions*





WELCOME TO  
KNIGHTS ENERGY



# Contents

About Knights Energy
Company Values, Philosophy & Mission Statement
Organogram
Departmental Objectives
Drug & Alcohol Policy
EHS Policy
General Health & Safety Management System Policy Manual
Health / Hygiene Management
Human Resource Policy

RENEWABLE ENERGY  
& ELECTRICAL CONTRACTING

# INTRODUCTION



## ABOUT KNIGHTS ENERGY

Knights Energy is a Renewable Energy Company specializing in Low Carbon Technologies with a special emphasis on Solar and Wind Energy in Africa. The Company has the capacity to realise projects of variable complexity and provide the expertise to fully supply and install simple to complex on-grid and off-grid Photovoltaic power plants with verifiable experience in the task at hand.

Over the years, the Company has become one of the biggest installers and maintenance partners for medium and large scale solar installations in the region with a considerable number of solutions for Domestic, Institutional, Commercial and Industrial projects.

Knights Energy has developed an integrated Quality, Health, Safety, Security and Environment Policy statement to confirm the top management's commitment to Health & Safety. The Company is also fully equipped with the industry standard equipment for Professional solar plant installation safe and quality installation, Testing and certification as well as full-fledged Operation and maintenance team.

Knights Energy carry out regular maintenance/inspection of PV systems, including both regular and irregular site visits and 24/7 remote online monitoring to ensure the peak efficiency of plants are attained as per required standards. Knights Energy also offers independent third-party end of Construction testing and commissioning services to help solar PV customers ensure that solar plants meet all specifications in design, regulations and performance according to the provision of globally accepted standard IEC 62446.







## VISION, MISSION & CORE VALUES

### **Vision**

A Beacon in Provision of Quality and Sustainable Energy Services in Africa.

### **Mission**

Guided by Innovation, we Provide Quality, Reliable Clean Energy Solutions towards a Carbon Neutral Environment.

### **Core Values**

Our work culture is driven by deeply entrenched tenets which are ingrained in the hearts and minds of every member of the Knights Energy Company team. These tenets are enshrined in our work ethics and shared with our customers and other stakeholders.

These values which permeate our ethos and steer our undertakings are summarized in the acronym IT IQ SP:

### **Integrity:**

Guided by strong moral principles.

### **Team Work:**

Working together to achieve clients' satisfaction.

### **Innovation:**

Researching and implementing creative products and services.

### **Quality:**

Excellence in the provision of distinct products and Services.

### **Safety:**

Adherence to all safety standards in our daily activities.

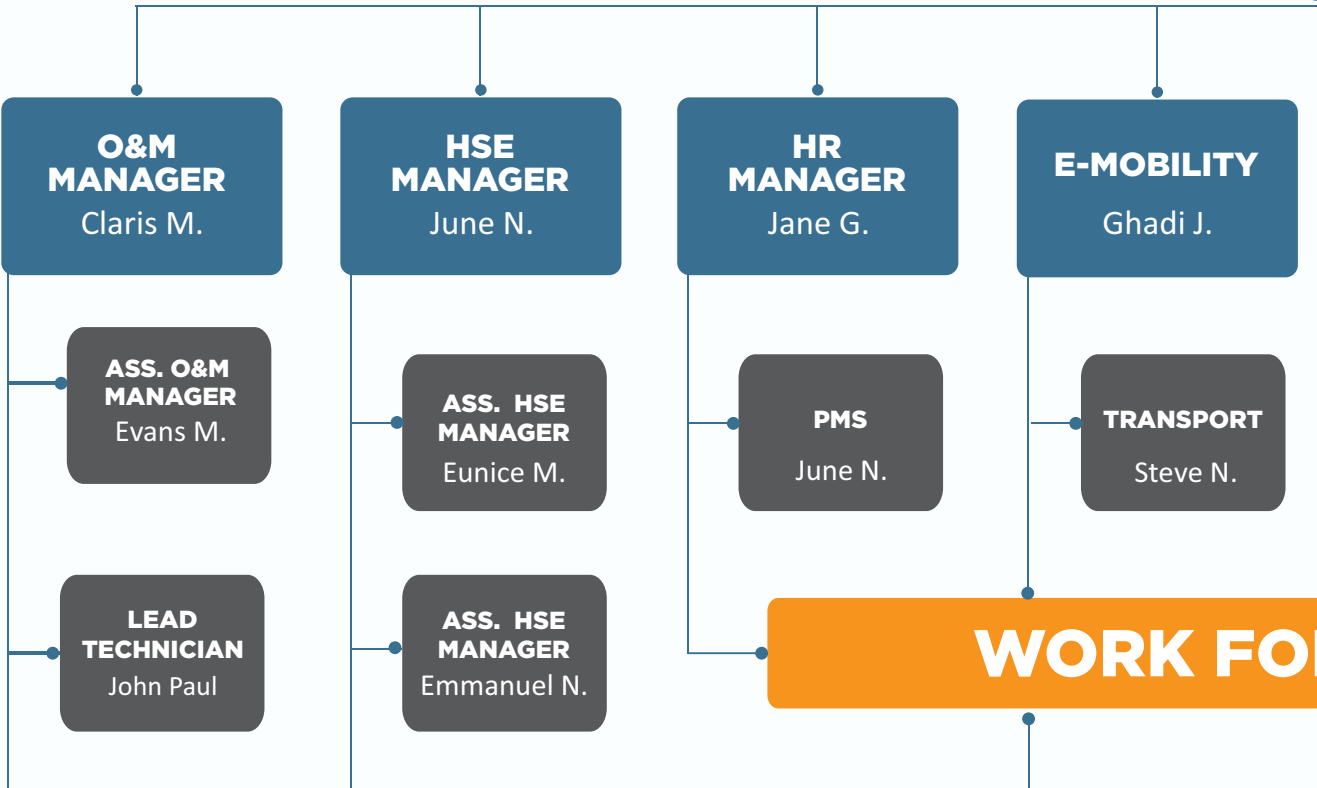
### **Passion:**

Self-driven, committed, disciplined, highly energized team



**BOARD OF**  
Francis Romano- Founder Lucas John- Engineering June Nyandwaki - Renewable Energy

**CE**  
Francis



**KENYA**



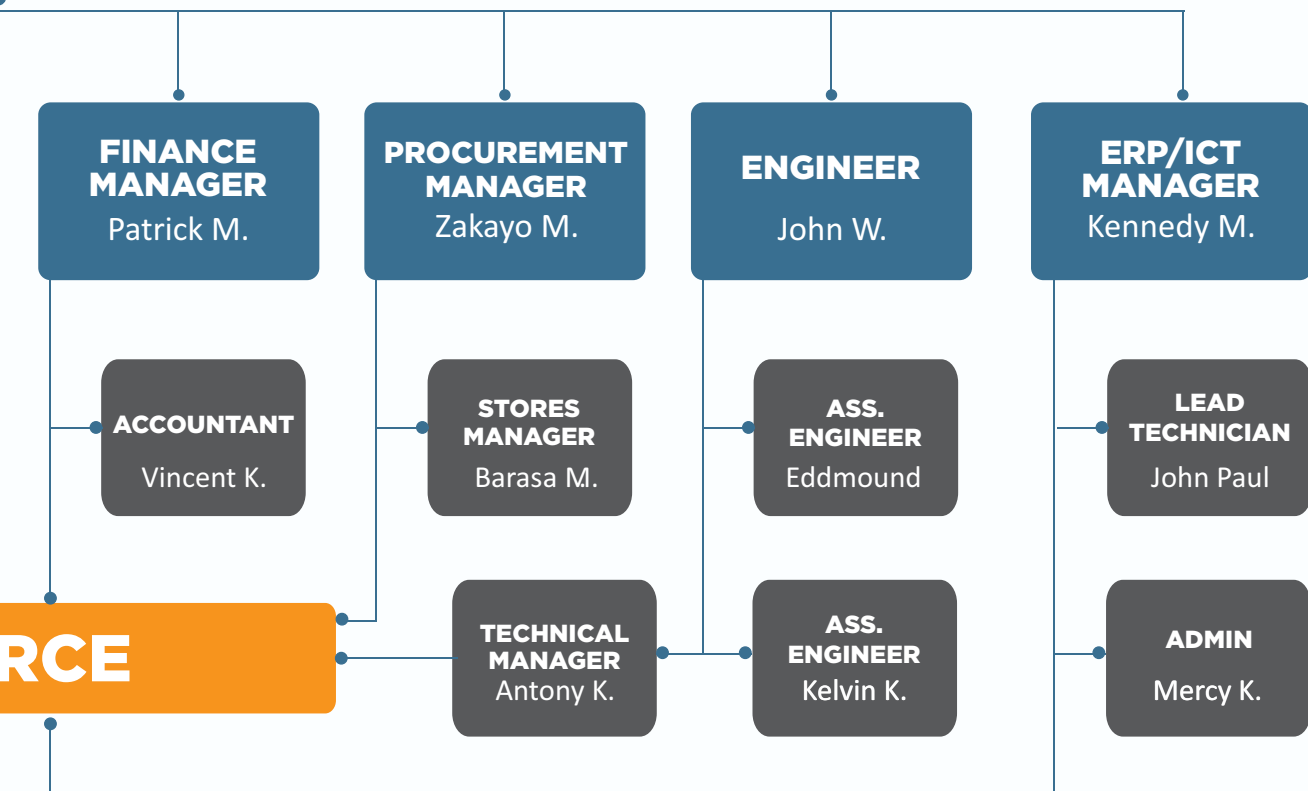
**TANZANIA**

**ADVISORS**

rgy Linda Cecilia Milimu- Legal Githaiga Kamwenji - Human Capital Jacob- Finance

**CEO**

Romano



**RCE**

# DEPARTMENTAL OBJECTIVES

---

## Management Objectives

- To protect the health and safety of employees, contractors and communities.
- To comply with, and preferably exceed, environmental regulations, permits and legislations.
- To be responsive to community priorities, needs and interests.
- To have appropriate corporate governance structures.
- To provide adequate financial guarantees (provisions) for responsible closure of projects.
- To support and adapt to relevant international standards directed towards minimizing the impact on the environment and society.
- To lead the industry in provision of high quality products and services.

## HSSEQ objectives

- To protect personnel from any health hazards that may be associated with the work.
- To provide accident free environment to employees, contractors and clients.
- To maintain compliance with the HSE legal /regulatory requirements.
- To improve HSE culture among employees, contractors and clients.
- To reduce environmental impacts and improve performance regularly.

## E-mobility Objectives

- Expansion of EV leasing and sales- currently halfway through the implementing of various leasing models with the current fleet of 66 EVs
- Expansion of Charging network- currently closing on strategic locations in the city to support the taxi leasing model
- E- Mobility training and capacity building- partnering with stakeholders in the sector such as NITA and Pmanifest
- Developing RnD function to bid for research projects and carry out internal research. The team is currently collecting data on EV use that will be used as proof of concept for carbon credits trading.

## Accounts and financial objectives

- To develop accurate budgets for all projects; a realistic budget that clearly indicates what the organization will spend.
- To coordinate with other departments by ensuring flow of funds with the organizational activities.
- Procure funds from appropriate sources; able to decide how much debt the organization should have keeping in mind its ability to pay back the debt.
- To pay off debts; paying of creditors in a timely and fair manner.
- Ensure trust through transparency; providing thorough and accurate financial information to all stakeholders.

## Human Resource objectives

- To maximize input from employees through an effective staff appraisal system.
- To recruit and retain qualified staff in all positions in the company and continually raise the staffing levels.
- To develop effective coordination and communication within the organization and ensure all staff are given framework that helps them to succeed.
- To embrace wider societal and ethical developments by understanding how demographic, technological and other important societal changes including potential workforce affect the business.

## Procurement Objectives

- Support operational requirements and promote efficiency of the company
- Manage procurement process and the supply base efficiently and effectively
- Ensure value delivery, effective inventory management and overall ROI
- Enhance collaborative relationships between suppliers and the company, flexibility and responsiveness to changes in demand.
- Onboard data analytics, technology and innovation to provide valuable insights in the supply chain performance.
- Promote and employ ethics and responsible sourcing
- Support organizational goals and objectives





#### Research and development objectives

- To improve departmental performance by analyzing other departments especially sales and marketing.
- To assist with strategic planning by developing key market strategies to grow the business.
- To identify new market segments by locating viable new markets.
- To counter competitive strategies analyzing the company strength and weakness and suggesting strategies to counter aggressive markets.

#### Legal advisory objectives

- To develop and promote corporate legal standards and practices by ensuring that professional best practice is achieved, helping to ensure appropriate legal policies and practices are in place and building understanding of legal issues, risks and obligations through advice.
- To promote health and safety standards for the team are met by ensuring staff are well informed on health and safety requirements in the workplace and are adequately trained to carry out their works safely, prompt and accurate reporting, recording and investigation of all workplace incident injuries and ensure the all hazards are promptly assessed for their significance and managed.
- To develop and maintain effective trust filled relationships by establishing and maintaining effective public service and professional networks, providing advice to the chief executive and executive leaders in the range of legal interest risk and obligations.

#### Operations objectives

- To keep the business running efficiently by analyzing what is practical with the materials, tools, equipment and workforce available.

- To ensure overall quality by ensuring works undertaken by the company are of the highest quality.
- To ensure timeliness in delivery by making sure customers' orders should be delivered on time.

#### Auditing objectives

- To determine compliance with policies and procedures.
- To assess the quality of internal control.
- To evaluate quality of risk management.
- To assess compliance with accounting standards; Financial Accounting Standards or Government Accounting standard Board.
- To review effectiveness and security of information technology systems affect the business.

#### Engineering Objectives

- To size and design electrical systems in accordance to the engineering standard requirements such as KS, BS and IEC standards and industry best practices.
- To ensure that quality Control is achieved through continuous review of performed works against installation standards and identification of snags.
- Ensuring effective delivery of all scope defined in the O&M contracts to the client satisfaction and proposal of current technological methods which are labour saving.
- Ensuring that all reporting and analysis requirements of the solar PV plants are achieved within the stated timelines.
- Managing the scheduling of activities and stock of the procurement department by providing the bill of quantities in advance ( Project material forecasting).



## DRUG & ALCOHOL POLICY

Knights & Apps is committed to a drug and alcohol free working environment. Knight & Apps Ltd has developed this in order to prevent abusive behaviour related to their consumption, and the preservation of a good working environment by:

- Maintaining awareness throughout the workforce on the dangers of alcohol and drugs at the workplace.
- Educating the employees on their responsibility to report any use of prescribed medication that may affect their ability to work safely.
- Testing employees before employment, on a random basis to enforce the Knight & Apps Ltd's Drug & Alcohol free workplace policy.
- Testing all personnel involved in any accident/Incident as a part of the investigative process.
- Barring anyone suspected or reported to be under the influence of drugs and/or alcohol from gaining access to our sites or operations.
- Performing tests in case of suspected drug or alcohol influence, before allowing the concerned personnel to resume work. Positive results will lead to disciplinary action against him/her.
- Ensuring that personnel dismissed from the site for drug and/or alcohol abuse are not eligible to go to other Knight & Apps Ltd's sites.
- Ensuring the secured storage and use of acceptable substances such as industrial spirits or medication drugs.

All the above shall apply to Knights & Apps Ltd's permanent, temporary or contracted employees. It shall also apply to staff on assignment outside of Knights & Apps Ltd's premises.





# EHS POLICY

Knights & Apps Ltd are leaders in designing and implementing Renewable energy solutions in East Africa Region. In order to maintain high standards of occupational health, safety and environment during execution of all their operations.



## OCCUPATIONAL HEALTH, SAFETY & ENVIRONMENT POLICY

The company is committed to:

- Develop and implement a Health and Safety Management System that meets the requirements of ISO 45001:2018 and ensures the involvement of all stakeholders.
- Identifying hazards and assessing risks pertaining to our operations on a periodic basis and implementation of measures to mitigate impact of our operations on climate change.
- Provide safe and healthy working conditions for the prevention of work-related injuries and all health.
- Continual improvement of the Occupational Health, Safety and Environmental management system to enhance our Health & Safety performance.
- Communicate and promote Health and Safety policies and procedures to all employees and effected parties.
- Ensure that our activities comply with all environmental legislation demonstrating our respect for the environment while aiming to continually improve our performance and reduce our impact.
- Implementing a robust governance to review incidents, investigate and strengthen proactive deployment of actions to avoid occurrence and recurrence.
- Continually improving the maturity of our emergency response practises for mitigating operational threats and vulnerabilities.
- Expect our employees, customers, contractors and suppliers to comply with safe work practises with the intent of avoiding injury to themselves and others and damage of equipment.

The Occupational Health, Safety and Environment Policy will be reviewed annually or as required by the Managing Director.





2023 SAFETY THEME

**Plan well  
today, be safe  
tomorrow!**

## GENERAL HEALTH AND SAFETY MANAGEMENT SYSTEM POLICY MANUAL

### Responsibilities

#### **Managing Director**

- Responsible for the overall and final responsibility for health and safety during execution of the company's objectives.
- Define and issue Policies and objectives associated with health and safety of the company
- Ensures availability of resources for implementation of the health and safety initiatives
- Provide leadership and general guidance to the staff

#### **Staff Responsibilities**

- To conduct work in a manner, which will not endanger them, co-workers or the public.
- To follow safety procedures and instructions
- To cooperate with the Safety Committee and its members.
- To participate in the identification and correction of hazards by alerting their supervisors to any accidents, injuries, or hazardous situations they may encounter.

#### **Supervisor's Responsibilities**

- To inform workers of the safe work methods and protective equipment.
- To inspect work areas.
- To report accidents, dangerous incidents, and hazardous situations.
- To take the necessary steps to correct hazards.

#### **HSE Committee Responsibilities**

- To develop safety standards and procedures for the Organization.
- To review and analyse accidents and dangerous incidents.
- To promote safety awareness.
- To serve as a problem solving forum for addressing safety issues affecting the Organization's operations.

#### **SHE Manager**

- Providing advice, information and training related to safety in the workplace.
- Performing measurement and evaluation of work related hazards.
- Acting as liaison between Knights & Apps Ltd and government agencies involved in health, safety environment affairs.

### General Work Habits & Safety Practices

All staff must follow the correct safety procedures while executing their duties, these include:

- Before commencing any job, staff shall take the time to look at the layout and condition of the work area to determine if they are able to do the job safely — if there is any doubt about safety, they will consult their supervisor before commencing.
- Staff shall always report unsafe conditions or activities to their supervisor as soon as possible.
- Staff shall report any accident or injury to their supervisor without delay and attend to getting the necessary first aid or medical treatment immediately.





### Personal Protective Equipment

Personal protective equipment that is provided for staff safety must be kept in good condition. Loss, damage, or malfunction shall be reported and corrected. Different work situations may dictate different uses of protective equipment. If there is any doubt as to the right equipment for the job, staff shall verify this with their supervisor. The use of the right equipment is part of all staff job and staff shall make sure that they and their co-workers are suitably equipped before starting any tasks. These include: Foot protection, eye protection, hand protection, head protection, respiratory protection, hearing protection, and general body protection.

### Housekeeping

- All work places shall be maintained in good and clean state.
- Spills such as grease, water, or oil shall be cleaned up as soon as possible;
- A safe access shall be maintained to work areas. Shortcuts, such as through construction areas should be avoided. Staff shall never block aisles, traffic lanes, or fire exits with equipment or materials, and make sure members of the public are kept out of hazardous work areas, by way of barricades and signage.

### The use of Hand & Power Tools

- Before using any tool, staff shall first find out how to properly use it according to the operating instructions. If more information is required they shall seek the advice of their supervisors.
- Tools are to be used for no other purpose than their intended uses i.e., use the right tool for the job.
- Modification of tools or removal of safety devices is not permitted.
- Staff shall examine the condition of the tools before using them and before returning them to their place of storage. Staff shall never use defective tools, and make sure nobody else uses them. Staff shall report faulty tools either to their supervisor or to the appropriate department for repair.
- Staff shall make sure they assume a comfortable position and use a firm grip when applying force to a tool, in order to avoid injuring themselves.
- Cutting tools shall be kept sharp.

## The Use of Equipment & Machinery

Only properly trained individuals shall operate power equipment or machinery. All electrical equipment and machinery shall be properly grounded. Control switches shall be located at the point of operations best suited to control the equipment.

Staff shall never adjust, repair, clean, or oil machinery or equipment while any of its parts are in motion. They shall use lock out switches to prevent accidental start-ups and make sure that someone else cannot energize the equipment while the repair work is in progress. Lockout procedures shall be approved by the supervisor prior to commencement of the repair work. To be sure the equipment is effectively locked out, staff shall do a test to be sure the equipment cannot be activated. All guards must be replaced after completing repairs.

## Fire Protection

All staff shall:

- Familiarize themselves with the location of fire extinguishing equipment and fire alarms in their work areas, as well as the emergency exit route and an alternate route.
- Not cover or hide fire protection equipment and fire alarms from view.

In the event of a fire, staff shall only attempt to extinguish it if it can be done safely. They shall maintain a safe escape route behind them as they fight a fire.

Sources of ignition, such as cigarettes, matches, portable heating equipment, unguarded light bulbs, etc., are prohibited in areas where explosives, flammable liquids or gases, or other combustibles exist. (i.e., at the workshop)

Smoking is not permitted in work areas of Knights & Apps Ltd.

## Electrical Safety

- No electrical work should be performed "hot" when it can be done "cold".
- Equipment or tools with known electrical defects, such as frayed wires or open contacts, shall be taken out of service and repaired before being put into operation.
- All electrical outlets should carry a grounding connection requiring a three-pronged plug.
- Never remove the ground pin of a three-pronged plug.
- All wiring should be done by, or under the approval of, a licensed electrician.
- Any electrical equipment that has been wetted should be disconnected at the main switch or breaker before being handled. Familiarize yourself with the location of such devices.
- Ensure that all wires are dry before plugging into circuits.
- Be sure that all electrical potential has been discharged before commencing repair work on any equipment containing high voltage power supplies or capacitors.
- Minimize the use of extension cords and avoid placing them across areas of pedestrian traffic.
- Use only CO2 (carbon dioxide), halon, or dry chemical fire extinguishers for electrical fires. Make certain that the extinguisher's label indicates it is approved for Class "C" fires.
- Ground fault circuit interrupters are required for all electrical tools used in wet areas.



## Manual Lifting & Materials Handling

---

Lifting and materials handling are responsible for many back and other musculoskeletal injuries, which make up the costliest category of work related injuries. Preventing such injuries requires planning and good technique.

- A lot of lifting can be avoided altogether by good design of work areas- storing heavy and frequently used materials at waist height makes good sense.
- Use lifting and conveying devices like forklifts and trolleys where feasible, to avoid manual lifting.
- Plan your lift- if you have to carry something first make sure your route is unobstructed to ensure you do not have to step over things or open doors while carrying a heavy item.
- Get help when needed, rather than trying to lift and carry heavy items on your own. Only professional movers should do lifts beyond normal capacity.
- To prepare for a lift first position yourself as close to the object as possible. Bend at the knees and assume a comfortable grip and posture i.e., keep your head and back erect.
- Before actually lifting test, the weight slightly to get a feel for how heavy, it is and whether you are capable of doing the lift.
- Lift the object gradually- do not jerk as this can cause strains. Lower gradually too.
- Lift with your legs, not your back. Lower with your legs too.
- Keep the weight as close to your body as possible. Extending your arms while holding even a small object can exert tremendous strain on you back due to leverage.
- Never turn or twist your body at the waist when carrying heavy objects — always turn with your legs and feet in conjunction with your whole body.







## Vehicle Safety

---

It is your responsibility to closely follow the laws set forth in the applicable "Local Highway Codes". This includes respecting speed limits, safe following distances, signalling turns, and the use of seat belts.

- It is also your responsibility to ensure any vehicle is in a proper state of repair. This means notifying your supervisor of braking or steering problems, lights or horns that have quit working, or any defective safety devices such as seat belts, as soon as the problem is discovered.
- Motor vehicle traffic mixing with bikes and pedestrian traffic is a major concern. Motor Bikes are required to follow the rules of the road, (the same as motor vehicles). Pedestrians at times step off a curb and cross the street at any location. Always be on the lookout for them.
- Materials or equipment to be moved on trucks shall be strapped or held down by ropes- not by people.
- Passengers are not permitted in the cargo areas of trucks. They must ride in the passenger compartment with their seat belts secured.
- Red flags measuring 1-foot square must be placed on the end of loads that extend 4 feet or more past the end of the truck.
- Industrial equipment, such as tractors and backhoes, are required to have an audible back-up signal.
- Smoking is not permitted inside Knights & Apps Ltd owned vehicles.

Accident & Incident Reporting

There are 2 principal reasons why accidents and incidents should be reported. The most important reason is to learn from the experience and identify how a repeat incident can be avoided. This explains why all accidents, not just those resulting in injuries and lost time, should be reported.

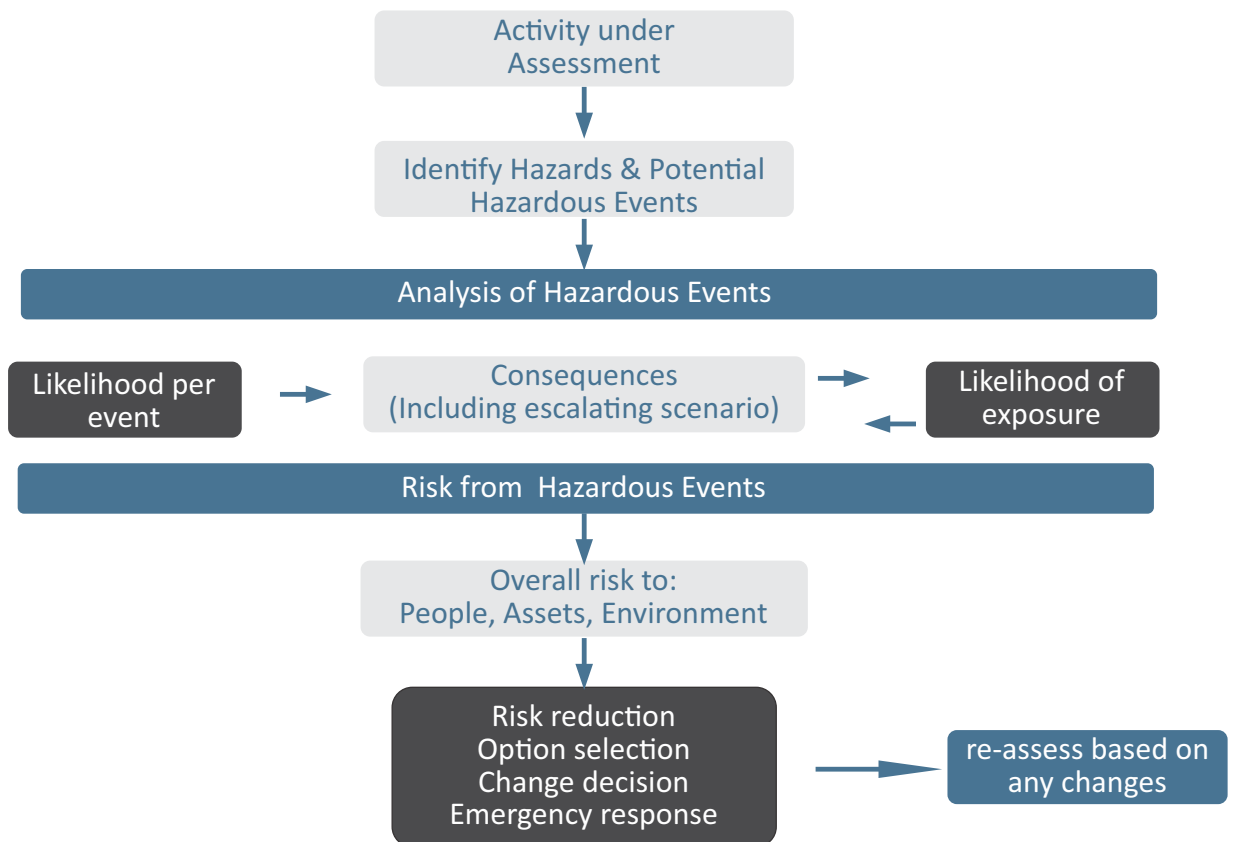
The other reason is to meet legal requirements.

In the event of an injury, the first thing to do is get the necessary first aid or treatment. In the event of a serious injury, call the emergency numbers listed in the local Emergency Response Plans for an ambulance and security. Follow this procedure:

- Immediately call your supervisor.
- Complete the Knights & Apps Ltd Accident/Incident/Occupational Disease Report form together with your supervisor if possible.
- The client shall be informed within 24 hours of the accident happening.
- If a major accident, it must be reported to DOSHS within 24 hours using DOSHS approved forms.
- The company shall carry out investigations depending on the degree of the accident and furnish all concerned including the client with the findings and recommended actions.

Hazard & Risk Management Process

Quantitative risks analysis is the tool used by Knights & Apps Ltd for decision-making and HSE problems solutions validation. It is a formal and systematic procedure applied for hazards or potentially hazardous conditions identification, occurrence probabilities evaluation and consequences of their impacts to men, equipment or environment minimization. This global process: risk identification, effects and impacts analysis and corrective actions identification is called "Work Activity Risk Assessment." Risk assessment shall be done accordance with the Established Procedures on Job Hazard Analysis Management. The diagram below illustrates this process.



## HSE Training

---

Knights & Apps Ltd will develop a competent workforce, including Supervisors, Foremen and support personnel through development and administration of a "Training Program". HSE training program will be implemented for all basic HSE and customer's training and competence requirements.

All new employees shall undertake an HSE induction and orientation program prior to starting work. This induction to Health, Safety, Environment, Security awareness will be adapted to employee's level and responsibilities.

Knights & Apps will assess safety training programs effectiveness and results of the assessment will be recorded for future use and training program modifications / improvement.

## Emergency Preparedness & Response (EPR) Management

---

Knights & Apps Ltd has developed its own Emergency Response Plan and Incident Management procedures regardless of the client having their own plan. However, the Plan and Procedure shall take into consideration the customer's HSE Management Standard requirements and incorporate principles included in HSE Rules and Specifications.

## Preventive Maintenance

---

All Knights & Apps Ltd vehicles receive regular maintenance, at intervals no longer than that recommended by the manufacturer.

A preventive maintenance plan and system ensures the safety of personnel who are responsible for operating the equipment.

Knights & Apps Ltd shall operate a total vehicle inspection policy whereby vehicles are inspected on a prior-to-use basis.

Trained examiners will carry out a safety inspection.

Any defect is clearly indicated and action taken to remedy it, before vehicle is allowed to return to service. If defect does not affect the unit safe operation, repair is noted and scheduled for next maintenance.







SHE Manager shall distribute safety publications, newsletters, slogans, posters etc. Following communication shall be made:

- All basic HSE Standards are posted up in appropriate locations.
- A regular Safety team briefing;
- Safety information provided on a regular basis;
- Displaying, distribution and minutes during scheduled HSE meetings including copies of all incident, accident or non-compliance reports, exceptions, violations and HSE statistics, as applicable.

## Communication, Motivation & Training

---



HSE technical advice is SHE Manager's responsibility supported by the shall participates with key work personnel in hazards evaluation and preventive methods choice;

- Participates in work methods preparation and suggests solutions for safe works execution;
- Supervise HSE Plans drawing and gives advice concerning selection of firefighting equipment, individual and collective protective equipment etc.

HSE meetings shall be held at appropriate predefined intervals and in accordance with established procedures. Meetings objectives are as follows:

- HSE project performance review, including accidents, incidents and HSE audit close out;
- HSE issues dissemination to workforce via Site Toolbox Meetings. e.g. reviews and programmes;
- Staff opinions and contributions as input to procedures and HSE precautions and improvement;
- HSE awareness increasing and obtaining commitment to Project HSE Plan;
- Addressing and resolving, issues, concerning HSE

Regular structured meetings are the means to ensure that effective communication occurs between management and workforce. These meetings shall include:

- Supervisors HSE Meeting
- General HSE Meetings
- Toolbox Meetings

# HEALTH / HYGIENE MANAGEMENT

---



## Health Assessment & Health Monitoring

---

Knights & Apps Ltd shall ensure that all its personnel are healthy and medically fit for their respective assignments before being allowed to perform any work.

## Hygiene

---

Knights & Apps Ltd shall always ensure that its personnel and subcontractor's personnel maintain high standards of hygiene in connection with work performance.

Knights & Apps Ltd will maintain all work areas in a clean and tidy state and must promptly and appropriately dispose of waste material (at least once per day).

Meal rooms, if any, will be kept in a clean, hygienic and tidy manner to the satisfaction of any statutory requirements. Daily inspection will be carried out on all eating facilities to ensure highest standards hygiene.

## Fitness for work

---

Fitness for work program will be implemented at Knights & Apps Ltd. The program will include controlling the risk associated with:

- Alcohol consumption,
- General level of personal fitness and medical conditions,
- Drugs effects (prescription, pharmaceutical or illicit).
- Fatigue
- Stress

All staff and sub-contracted staff engaged with Knights & Apps for a period of more than 1 (one) year, and work in areas classified as high risk or have hazards, shall undergo a medical surveillance test on an annual basis, this covers all drivers, and workshop personnel.

Based on the results of the medical tests, the management will be advised by the DOSHS qualified medical practitioner of the cause of action to take and the company shall abide by this advice. Cases that require redeployment, shall be considered.

Cases where further medical checks are required, the company will facilitate the same to ensure staff or sub-contracted staff is always fit to work and his/her health is not at risk.



## HUMAN RESOURCE POLICY

### Late Coming Policy

This working hour's policy is designed to accommodate workplace needs and sustain employee efficiency in relation to Knights Energy goals. All eligible employees are expected to meet regular scheduled hours. Overtime work hours must be approved by the appropriate channel of authority and this includes working atier C.O.B and public holidays.

### Transfer Policy

Employees can apply for the transfer due to following reasons:

- Interest in open position available in another department/branch of organization
- To enhance the skills and competence
- To explore new work challenges at different work location
- Due to health issues or personal issues

### Promotion Policy

A person is eligible for promotion if:

- He or she has completed at least three years & two appraisal cycles in the current role.
- He or she has been recommended for grade change by his appraiser & reviewer.
- His/her appraisal ratings in the past should show an increasing/ improving trend.
- Feedback score (if applicable) is more than 4.
- Performance is observed consistent or is increasing consistently over the years.
- His current role is enlarged by adding some significant & constructive tasks.
- Employees working in people management role can be considered for promotion if they are graduate or preferably post graduate.

### Reward & Recognition Policy

The major aim of reward and recognition policy is to attract and retain the best talent. In order to attract and retain, it becomes important to recognize the efforts put in by the employee in terms of performance, attitude, and achievements

### Code of Conduct Policy

The purpose of the code of conduct policy is to define guidelines regarding employee behavior with respect to their supervisor, colleagues and organization as a whole. Knights & Apps follows the dress code. However, an employee position may also inform how they should dress up. If an employee is in the marketing department wherein meeting client and customer is a regular practice in such case employee is expected to follow a formal dress code. Employee is also expected to come well dressed and clean.

### Leave Policy

The purpose of leave policy for employees is to lay guidelines regarding when to avail leave and the process to take leave with pay, leave without pay, Leave of absence policy and so on Eligibility: The Leave policy is applicable to all the regular employees of the company.

### Attendance Policy

As per the employee attendance policy overview employees are supposed to be present for work. Punctuality is important for normal and smooth functioning of the organization. Arriving late, excess absenteeism disrupts normal working of organization. Absence of work for an employee can be authorized or unauthorized. Authorized absence is an absence from organization for a genuine reason e.g. illness. Unauthorized absence may be defined as absence which are non-reasonable and non-acceptable. For e.g. Non- medical appointments and day off for birthday celebrations.

### Performance Appraisal Policy

The performance appraisal policy ensures that the weight to performance should be appropriately given and need to perform should be developed among the employees. Performance management policy is also considered as a motivational tool used by the company to make sure that employees use their full potential to perform. The policy provides that review of the performance is a fundamental right of employees and managers should be fairly executing the performance review process. The purpose of the performance review policy is to make employees aware of the company's performance appraisal system, framework and participation process.



# HSE PERFORMANCE REPORTING & ASSESSMENTS

---

In order to maintain and to improve the HSE Management System, Knights & Apps Ltd measures, as need arises, HSE performance indicators.

Every month, an indicators sheet, will collect all key performance indicators. After appropriate comments and analysis, it will be disclosed and communicated to relevant staff and clients.

When indicators do not reach fixed goals, corrective actions or improvement plans will be defined and implemented.







HSE Management System  
Monitoring & Review

---

Performance indicator based on typical HSE outcomes will not be sufficient for continual improvement of the HSE Management System. Positive performance indicators based on measurement of the HSE processes will be used. Safety Observations and audits will be used to measure the effectiveness of HSE Management System.

HSE Internal  
Inspections & Audits

---

HSE audits and inspections will be documented, recorded and disseminated: When audits reveal a Non-Conformance with HSE system or, when an Incident/Accident occurs and a Non Compliance report is issued detailing:

- The Non-Compliance type
- Causes analysis and proposed corrective action
- Person responsible for corrective action
- The date for Corrective Action completion and effectiveness

HSE Management  
Reviews

---

The HSE review process is essential for verifying that all relevant safety issues are being correctly addressed.

The review teams report the findings of review and identify potential improvements and remedial actions that can be undertaken, where necessary.

Management will be responsible for reviewing reports, accepting or rejecting the recommendations made and allocating responsibilities, along agreed timescales for action and completion of improvements/remedial actions.

## COMPANY DOCUMENTATION & SAFETY ACKNOWLEDGMENT FORM

**ACKNOWLEDGEMENT:** By name & signature below, *“I acknowledge that I have been taken through different company policies and HSE Manual, I also acknowledge that I have understood the contents fully. Through the discussion and presentation of the subjects covered and the interaction, I understand how the issues, materials and subjects covered apply to me and the completion of my job duties in a safe manner. I agree to apply the information presented to my job to the best of my abilities.”*

	Name	Category (Employee, Consultant, Intern, or Contractor)	Date	Signature
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				
13.				
14.				
15.				
16.				
17.				
18.				
19.				



20.				
21.				
22.				
23.				
24.				
25.				
26.				
27.				
28.				
29.				
30.				
31.				
32.				
33.				
34.				
35.				
36.				
37.				
38.				
39.				
40.				
41.				
42.				
43.				
44.				
45.				

Great Jubilee Centre, Nairobi  
info@knightsandapps.com  
+254 788 220 607 / +254 722 953 976

# RENEWABLE ENERGY & ELECTRICAL CONTRACTING



**KNIGHTS ENERGY**  
*for professional Solar Solutions*