

**LONGHORN PUBLISHERS PLC**  
**CODE OF CONDUCT**

**GENERAL WORK AND EMPLOYMENT CONDITIONS**

**HOURS OF WORK**

The basic hours of work shall be forty (40) hours per week spread over five days. Normally, 8 hours from Monday to Friday except on public Holidays. The hours of work may vary according to the departmental requirements e.g. Commercial, Publishing, Digital Publishing and Marketing. Critical operating business hours are between 9:00am to 4:00pm where all employees need to be in the office.

The flexible reporting times will be as follows:-

7:00am – 4:00pm

8:00am – 5:00pm

9:00am – 6:00pm

Your reporting time will be agreed upon in consultation with your supervisor and may be reviewed quarterly.

Attendance will be verified through the biometric access system failure to which flexible time will be revoked and reverted to normal reporting time of 8:00am.

Employees are entitled to a one (1) hour lunch break which can be taken between 12noon and 2.00 p.m.

However, the operating business environment at any given time may necessitate a review of the hours of work.

**OVERTIME**

Eligible Employees that are in role size L and below.

Overtime shall not exceed 2 overtime hours per day on weekdays and 4 overtime hours per day on weekends and public holidays. To qualify for payment of overtime hours worked an individual needs to have met the 40 hours per workweek.

To work overtime, prior authorization from the HOD or someone with their delegated authority must be given.

Claims for payment shall be made on the Overtime Claim Form, which has to be approved by the respective HOD. The claims shall be submitted to HR Department by the 9<sup>th</sup> of every month who shall verify, approve and take to finance to facilitate payment (after tax) through the payroll.

### **Conflict of interest**

Exactly what constitutes conflict of interest or any unethical business practices are both moral and a legal question. The company recognizes and respects the individual employees right to activities outside his/her employment that are private in nature and do not in any way conflict with or reflect poorly on the company. It is not possible in a general policy statement of this sort to define all the various circumstances and relationships that would be considered “unethical”. The list below suggests some type of activities that would reflect in a negative way on the employee’s personal integrity or that would limit his/her ability to discharge job duties and responsibilities in an ethical manner.

- Simultaneous employment by another company, particularly competitor or supplier.
- In cases of carrying on company business with another company in which the employee, or close relative of the employee, has substantial ownership or interest, staff should disclose their interest and not participate in the decision making. Nondisclosure will constitute unethical conduct.
- Holding a substantial interest in, or participating in the management of an organization from which the company buys services, materials, equipment or supplies.
- Borrowing money from customers or companies other than recognised loan institutions.
- Accepting substantial gifts or excessive entertainment worth over KSh 5000 or as may be defined from time to time, from an outside organization which the organization has dealings with.
- Speculating or dealing in materials or revealing confidential data to outsiders.
- Using one’s position in the company or knowledge of its affairs from outsider’s personal gain.

### **Indemnity**

An Employee who, in the course of their duty and, while acting in good faith, and in the absence of negligence on their part, does anything or fails to do something that may lead to, or eventually lead to a liability or claim whatsoever, shall either be indemnified by the Company or the Company may arrange for their legal defense in any proceedings that may be instituted against him.

### **Power to sign agreement**

The Board shall authorize the Employees or persons entitled to sign contracts or any form of documents on behalf of the Company. In the absence of these persons, only those with delegated authority may sign on their behalf.

The Company Secretary shall keep the official seal of the Company.

### **DRESS CODE**

#### **Guiding Principles on Employees Work Dress Code**

The company’s objective in establishing both a business formal and business casual dress code is to allow employees to work comfortably in the workplace. This is because the company requires

employees to project a professional image for our customers, potential employees, and visitors or other stakeholders. An employee's appearance can create a positive or negative impression that reflects on our company and culture. Therefore, the company recognizes flexibility of the dress code based on its functionality and occasion. Where employees are scheduled to attend official meetings with people from outside the business e.g. Government officers, they will be expected to adhere to the dress code of the parties with whom they are meeting. In addition, any employee attending formal meetings must be formally dressed regardless of the day of the week.

Business formal dress code is a requirement for all office staff except dress down Fridays. Business casual dress code is applicable for staff in the field and warehouse throughout the week. The Commercial team in the field will be required to be dressed formally and their casual dress code is strictly Khaki pants (Jeans/ denim are not allowed). Members of staff in the warehouse are allowed to dress in jeans/denim Monday to Friday (distressed, torn, ripped or acid washed jeans are not allowed).

The HOD and/or HR may, if they consider that the dressing of an Employee while on duty is inappropriate, order the Employee to leave the Company's premises and return when appropriately dressed. Since not all casual clothing is suitable for the office, the following guidelines will help you determine what is appropriate to wear to work.

Appropriate Do's

**For Men**

**Business Suits**



Business Suits

**For Women**



Coordinated Jackets



☐ Coordinated Jackets



☐ Long Or Short-Sleeved Formal Collared Shirts with a tie or not



☐ Long Or Short Sleeved Blouses / Shirts



Solid Colour Trousers



Smart Dresses



☐ Belts, Socks & Ties



☐ Scarves & Simple Jewellery



☐ Longhorn Branded shirts – For Fridays or any other day of the week



☐ Longhorn Branded T-shirts– Fridays or any other day of the week



☐ Jeans – Dress down Fridays



☐ Jeans, Capris – Dress Down Fridays



Formal Sweaters or Cardigan



Long Or Modestly Short Skirts



Formal soled shoes



Formal Shoes





✓ Chino pants and Khaki pants



✓

chino pants

Pencil Trousers, Khaki and



✓ Loafers and Sport shoes – Casual wear Fridays



✓

Sport shoes and sandals – Casual wear Fridays



### Inappropriate Don'ts

#### For Men

☒ Shorts

#### For Women



☒ Sun dresses, casual prints, Kitenge, Ankara,shorts



☒ Tee-Shirts – not branded Longhorn on Monday to Thursday.



☒ Tank Tops, Spaghetti Straps



without a jacket Or Bare Mid-Riff Apparel

☒ Floral, ankara or patterned shirts



☒ “See-Through” or completely Sleeveless Clothes





☒ Sweatpants and Jogging Suits



☒ Excessive jewellery



☒ Caps, hats or other non-religious headgear



☒ Caps, hats or other non-religious headgear



☒ Sandals.



☒ Flip-Flops, sport shoes, plastic, sandals, open toe shoes, dress sandals



☒ Overly baggy or tight trousers



☒ Plunging Necklines, inappropriately short, tight or

revealing dresses or skirts



Even in a business formal work environment, clothing should be pressed and never wrinkled. Torn, dirty, or frayed clothing is unacceptable. All seams must be finished. Any clothing that has words, terms, or pictures that do not belong to the Longhorn Brand and /or may be offensive to other employees is unacceptable. Clothing that works well for the beach, yard work, dance clubs, exercise sessions, and sports contests may not be appropriate for a professional appearance at work. Clothing that has the company logo is encouraged.

The Company reserves the right to continue, extend, revise or revoke this policy at its discretion.

### **Guide to Skirts, Dresses, and Skirted Suits**

Casual dresses and skirts that are split at or below the knees are acceptable.

Dress and skirt length should be at a length at which you can sit comfortably in public. Short, tight skirts that ride halfway up the thigh are inappropriate for work. Mini-skirts, sun dresses, beach dresses, and spaghetti-strap dresses -without a jacket are inappropriate for the office.

### **Shoes and Footwear**

Formal footwear i.e. dress shoes for men, leather deck-type shoes, pumps for ladies, boots, conservative colored flat shoes will be worn as part of the formal dress code.

Casual footwear i.e. athletic or walking shoes, loafers, clogs, sneakers, dress heels are acceptable for the business casual dress code.

**\* *Staff working in the warehouse must always wear safety shoes.***

Wearing flip-flops, slippers are not acceptable in the office.

### **Jewelry, Makeup, Perfume, and cologne**

These should be in good taste, being mindful, that some employees may be allergic to the chemicals in perfumes and make-up, so wear these substances with restraint.

### **Hats and Head Covering**

Hats/caps are not acceptable in the office unless the ones related to the company's corporate activities, which are only allowed on the day of the Company activity. Head covers that are required for religious purposes or to honor cultural tradition are allowed.

### **Company Branded Clothing**

Company branded attire should be appropriately selected, fit well, with its original colour maintained. Those items that are faded, stretched and old should not be worn.

Employees, who are required to wear branded attire for a specific event will be provided with the attire and will be expected to wear them during the occasions they are required to.

### **Uniforms and protective clothing**

The Company shall provide protective clothing to all Employees whose nature of work requires use of such clothes. Employees provided with such clothes (e.g. dust coats, safety shoes, helmets and gloves) shall be required to wear them while on duty. Their renewal will depend on wear and tear.

Protective clothing provided to the Employees shall remain the property of the Company and no replacement shall be done until the old or previous one is accounted for. When an Employee leaves the service of the Company, he must immediately surrender the protective clothing issued to them except for the safety shoes.

## **Conclusion**

If clothing fails to meet these standards as listed in the above guidelines, the employees will be sent home to change into acceptable clothing with a verbal warning. Progressive disciplinary action will be applied if dress code violations continue.

## **SECURITY OF OFFICE**

### **Locking of offices and switching off lights**

All Employees should ensure that office doors are locked, lights switched off and water taps turned off when leaving the office at the end of the day. Any loss of keys must be reported immediately to the Head of Human Capital.

### **Identification and Access Control**

All members of staff will be registered into the biometric access system, they also will be issued with an employee card. The cost of replacement of such card after loss and/or damage will be borne by the employee. The card shall be valid as long as one remains in the company's employment. Such employee cards must be surrendered to the company upon exit.

### **Parking on company premises**

The company recognizes the need to provide employees with proper parking spaces for their personal and official cars.

Employees will only park in the designated areas provided that they will take total responsibility for damage or theft of vehicles or of articles from vehicles while on the premises. However, the company will ensure that there is adequate security within its compound.

All vehicles parked in company premises will be subject to physical search by the security personnel.

### **Interpretation and Enforcement**

Any doubt in the interpretation of these rules should be addressed to the head of department or the Head of HR. Infringement of this code of conduct will constitute a serious breach of the contract of employment and will therefore result in termination of employment. It is the duty of every employee to uphold and enhance its standing business with a High standard of corporate conduct.

### **Breaches of the code of conduct**

Employees have a duty to observe the code and ensure that no breaches occur.

Breaches require immediate attention and employees have a duty to report known or suspected breaches of the code.

Any employee, who in good faith, makes a complaint or disclosure about an alleged breach of the code, and follows the reporting procedure outlined below, will not be disadvantaged or prejudiced in the making of such a complaint or disclosure. All reports will be treated as confidential. A complaint or disclosure about an alleged breach of the code should be in writing and contain details about the date, time and nature of the alleged breach and include any available supporting material.

**Employees to sign code of conduct**

On taking up office, all Employees are required to sign the Employees' Code of Conduct and will be given a copy for their personal reference.

All existing employees who have not signed this code of conduct shall be required to do so within one (1) month from the date of approval by the Board.