



CODE

OF CONDUCT AND ETHICS

KENYA NATIONAL SHIPPING LINE

We Value Doing Things Right

**HEAD OFFICE:
Canon Towers II, First Floor,
Mbaraki Wing, Moi Avenue
P. O. Box 88206, GPO 80100 Mombasa – KENYA**

Table of Contents

INTRODUCTION	5
OUR VISION, VALUES AND ETHICAL PRINCIPLES	5
Our Mandate	5
Our Vision	5
Our Mission	5
Our Values.....	5
To Whom We Are Responsible.....	6
OUR CODE OF CONDUCT AND ETHICS	7
SECTION A: DEFINITIONS AND GENERAL OBLIGATIONS	7
A.1 DEFINITIONS.....	7
A.2 THE PURPOSE AND USE OF THE CODE	8
A.3 APPLICATION OF THE CODE.....	8
A.4 OBLIGATIONS AND BEHAVIOR AT WORK	9
SECTION B: INTEGRITY	11
SECTION C: GIFTS, BENEFITS AND FAVOUR	12
C.1 SOLICITATION OF GIFTS PROHIBITED.....	12
C.2 GIFTS ACCEPTED ON BEHALF OF THE AUTHORITY	13
C.3 KSHS. 5, 000.00 LIMIT ON GIFTS.....	13
C.4 EXCEPTIONS TO KSHS. 5, 000.00 LIMIT ON GIFTS.....	13
C.5 ITEMS NOT CONSIDERED GIFTS	14
SECTION D: CONFLICT OF INTEREST	15
D.1 CONFLICT OF INTEREST.....	15

D.2	REAL OR PERCEIVED CONFLICTS OF INTEREST	16
D.3	CONFLICTS OF INTEREST FROM BUSINESS RELATIONSHIPS	16
D.4	CONDUCTING ALL COMPANY BUSINESS WITH INTEGRITY AND RESPECT	16
D.5	EMPLOYEE ETHICS & CONFLICT OF INTEREST	17
D.6	IMPROPER COMPENSATION	17
D.7	USE OF POSITION FOR PERSONAL BENEFIT	17
D.8	OBTAINING SPECIAL PRIVILEGES.....	17
D.9	CONFLICT OF INTEREST REGARDING EMPLOYEES ASSIGNED CONSULTANT DUTIES	18
SECTION E: CONFIDENTIALITY		21
E.1	SAFEGUARDING CONFIDENTIAL INFORMATION.....	21
SECTION F: ALCOHOL AND SUBSTANCE ABUSE		22
SECTION G: EQUALITY OPPORTUNITY		22
G.1	THE COMPANY’S COMMITMENT TO EQUAL EMPLOYMENT OPPORTUNITY	22
G.2	COMMITMENT TO INCLUSION.....	22
SECTION H: HARASSMENT		22
H.1	COMPANY’S COMMITMENT.....	22
H.2	ANTI-HARASSMENT	23
SECTION I: WORK PLACE VIOLENCE.....		24
I.1	WORKPLACE THREATS AND VIOLENCE WILL NOT BE TOLERATED	24
I.2	DUTY TO REPORT DANGEROUS SITUATIONS.....	24
SECTION J: NEPOTISM		25

SECTION K: POLITICAL ACTIVITIES..... 26

INTEGRITY PACT FORM 1 27

INTEGRITY PACT FORM 228

INTRODUCTION

Kenya National shipping Line was established in 1987 by the Kenya Government, KNSL was founded to provide end-to-end customer driven solutions for cargo transportation. Faced with a number of challenges and latent opportunities, the Managing Director undertook a consultative process with staff members, Board of Directors and a few other stakeholders in order to prepare a five-year Strategic Plan.

The current shipping industry requires KNSL to expand its competence to meet its goals through enhanced services. It also demands that KNSL develop capacity in new areas related to public policy, communications and collaboration in order to address the changing environment in the region. Success and relevance of KNSL in capacity expansion and effectiveness requires a significant infusion of resources and intellectual capital.

The 2016 – 2021 Strategic Plan reaffirms commitment to achieving efficiency, effectiveness and excellence as Africa’s leading shipping line. The priorities expressed in this Strategic Plan demonstrate KNSL’s ongoing commitment to transform itself into a modern day shipping line capable of responding effectively to opportunities presented in a dynamic and diverse domestic and global environment.

A key goal of KNSL’s plan is to identify investment opportunities and policy recommendations that will support objectives and increase local resilience in today’s changing times. Its ultimate purpose is to adopt policies and undertake strategic investments that accelerate the movement towards a strong National Shipping Line. For the first time, a concrete systematic plan to re-energize KNSL in a way that includes new thinking, solid data and partnerships synergized to get the job done will be realised.

The process of preparing the plan confirms KNSL’s commitment to its proposed Vision, Mission and Core Values.

OUR VISION, VALUES AND ETHICAL PRINCIPLES

Vision: To be the leading and most competitive global shipping line.

Mission: To provide cost effective, efficient and integrated shipping services to Africa and the rest of the world.

Core Values

- I. **Efficiency:** We ensure proper use of resources in operations.
- II. **Professionalism:** We demonstrate expertise and proficiency in service delivery.
- III. **Customer focus:** We provide innovative, flexible and dedicated customer service.
- IV. **Teamwork:** We promote cohesion, collaboration and team spirit.
- V. **Integrity:** We uphold transparency and accountability in service delivery.

- VI. **Respect for persons and the Laws of the land:** We uphold customers and other stakeholders with esteem and comply with the Constitution.
- VII. **Corporate Social Responsibility:** We undertake social obligations with sensitivity to the local community and environment.

An important component of the plan is the linking of the strategic goals to financial planning and outcomes in order to increase Kenya National Shipping Line's accountability to stakeholders. The 2013 – 2018 Strategic Plan provides a roadmap on how KNSL intends to fulfil its objectives and be in line with Kenya Vision 2030 and the Constitution of Kenya.

OUR VISION, VALUES AND ETHICAL PRINCIPLES

To Whom We Are Responsible

A successful business is measured by amongst other things, its relationship with its shareholders, customers, employees, business partners and the community in which it operates. The corporation aims to tap into the synergy of these relationships and create a collectively beneficial business environment. Its responsibilities are identified as follows: -

☒ Shareholders

To safeguard shareholders' investment and to create and add economic value.

☒ Customers

To satisfy the unique needs of our customers by offering innovation, flexibility and service that create value for their businesses as their commercial success is in turn, our success.

☒ Employees

To recognize that employees are our greatest asset and to ensure that they have a safe and conducive working environment with equitable and competitive terms and conditions of service. The corporation promotes a culture of trust, the development and best use of human talent and resource.

☒ Business Partners

To cultivate meaningful, mutually beneficial and successful long-term relationship with our partners, suppliers and contractors based on trust and understanding.

☐ **Community**

To be a responsible corporate citizen and conduct business in a manner that promotes sustainable development for both the corporation and the community. This involves full compliance with laws and authorities, respect for local culture and giving due consideration to social and environmental issues in all commercial decisions.

OUR CODE OF CONDUCT AND ETHICS

This Code of Conduct and ethics is a set of policies that forms the foundation of how we do business. The Code and ethics collects in one place key policies to guide us in all business dealings and the treatment of others. Familiarity with the Human Resource Manual, Disciplinary Handbook, the Code of conduct and ethics and associated policies are basic requirements of any employment.

The corporation has many other policies and procedures that employees are expected to read, understand and follow. However, the Human Resources Manual, Disciplinary Handbook, this Code and associated policies are condensed within this Code of Conduct and ethics because they are interrelated and fundamental to how the corporation conducts all aspects of its business. This Code of Conduct and ethics and the included policies apply to all corporations business transactions and workplace activities.

SECTION A: DEFINITIONS AND GENERAL OBLIGATIONS

A.1 DEFINITIONS

- a) *'Conflict of interest'* exists when an employee's duty to give undivided loyalty to the corporations is influenced, or could be influenced by personal interest.

- b) *'Confidential Information'* includes, without limitation, any information in whatever form that the corporation considers to be confidential, proprietary information and that is not publicly or generally available relating to: trade secrets. Matters discussed during Executive meetings; requests for proposals; proposed or pending real estate transactions; personnel matters; all matters not subject to public disclosure; attorney - client privileged communications and attorney work product; research and development; product, content and technology development plans; marketing; databases; inventions; research data and mechanisms; procedures; engineering; purchasing; accounting; sales; customers; advertisers; investors; suppliers; financial status; contracts or employees.

- c) *'Financial or Beneficial Interest'* is defined to include: -
 - (i) A creditor, debtor or ownership interest.
 - (ii) Any employee, consultant or partnership arrangement;
 - (iii) Any option to purchase real or personal property.
- d) *'Harassment'* refers to behavior that is not welcome, that is personally offensive, and that debilitates morale, and interferes with work effectiveness.
- e) *'Relative'* is defined to include an employee's spouse, parents, children, cousins, nieces, nephews, grandparents, grandchildren, in-laws, and any person with whom the employee has a relationship that is substantially equivalent to any of the above.

A.2 THE PURPOSE AND USE OF THE CODE OF ETHICS

a) Why a Code of Ethics?

The Code of Ethics is made pursuant to Section 5 (1) of the Public Officer Ethics Act, 2003. It provides clear parameters about acceptable principles within which employees are empowered to make decisions and act. The Code acts as an important reference point for current and future policies and is in line with best practice in terms of governance and compliance.

b) What is in the Code of Ethics?

The Code of ethics defines our values in greater detail and provides structure and guidance for value-based decision making. It is consistent with the laws of the country.

c) Use of the Code of Ethics

The Code of ethics should be used as an important reference point for employees when they are personally resolving any ethical issue that they may encounter. The Code of ethics should be used to provide context and input for performance agreements and supporting mechanisms.

A.3 APPLICATION OF THE CODE OF ETHICS

- a) The provisions of the Code of ethics apply to all employees.

- b) The corporation deals with the public. This code is intended to set out standards of conduct and ethical behavior for its employees.
- c) The Code reflects our business principles and offers guidance on what is expected of employees in carrying out the corporation's business. It is essential that all our employees have access to the code, understand its contents and comply strictly with it at all times.
- d) The code is not intended to be exhaustive in covering the issues or situations you may face as an employee; neither does it replace more detailed policies and guidelines. It is meant as a reference guide, in addition to other corporation policies and guidelines applicable to your appointment and situation.
- e) While our Code of ethics is written with employees in mind, it also applies to contractors, consultants and others who may be temporarily assigned to perform work or services for the corporation. Failure of an corporation contractor or consultant to follow the Code of ethics can result in termination of their relationship with the Company.
- f) Each employee will be issued with a copy of the Code and they will be required to indicate in writing that they have received and read it. Clarification of any part of the document will be given, if required, by the Heads of Departments. Breaches of the Code will constitute a breach of discipline and will be dealt with in accordance with the disciplinary mechanism applicable.

Those active duties with the corporation have come to an end, but who are still receiving any pay or benefits, are also expected to comply with the Code.

- h) Amendments to the Manual shall be approved by the Board and published by the Managing Director from time to time and must be entered into all copies of this code.

A.4 OBLIGATIONS AND BEHAVIOR AT WORK

- a) **Obligations**

- (i) In all transactions, employees shall ensure that business is conducted in the best interest of the corporation, having regard to the corporations policies, rules and legal requirements.
- (ii) Employees shall comply strictly with the laws applicable to public procurement and supplies.
- (iii) Controls to prevent fraud and losses, including controls to ensure compliance with prescribed procedures in relation to claiming expenses for business travel, will be observed at all times.
- (iv) In the event of an employee's services being contracted out, or post resignation/retirement alternative employment occurring, conflict of interest must be avoided and confidentiality maintained.
- (v) Employees shall abide by safety and health regulations as specified in the corporations Health & Safety Policy.

b) Behaviour at Work

- (i) An employee shall report to work as required and shall not absent himself from duty without proper approval.
- (ii) An employee shall act in a manner consistent with the proper performance of the function of his position, including refraining from conducts such as drug or alcohol abuse.
- (iii) Discriminatory language shall not be used in all communications, including displaying material and documents in electronic form that use discrimination language.
- (iv) Due care and attention should be exercised in the use of the corporations' property, premises, equipment, resources and funds, and employees shall not cause or permit damage or defilement, or use them for unauthorized purpose.

- (v) Due respect shall be shown to colleagues at work, including respect for their values and beliefs.
- (vi) An employee's behavior shall not endanger or cause distress to their colleagues, or contribute to their disruption at the workplace.
- (vii) The policy on harassment, sexual harassment and bullying shall be observed by all employees (*see Section H on Harassment*).
- (viii) Employees shall ensure that their standard of dress and personal appearance is appropriate to their work environment and shows due consideration and respect for colleagues.
- (ix) Compliance with employment, equality and equal status legislation is mandatory, as well as the duty not to discriminate against colleagues on the basis of gender, age, tribe, race, material status, family status and religious belief.
- (x) Employees shall value and treat customers equally and will be committed to fairness in all business dealings.

NOTE **The provisions contained herein, are not intended to be either exclusive or exhaustive and the Board may certify any other general obligation of the employees to form part of the Code.**

INTEGRITY

- a) All employees of the corporation shall act with honesty and integrity in their dealings with customers, suppliers and other parties, whether internal or external, with whom the corporation is involved.
- b) An employee shall not engage in any activity which would, in any way, impair his ability to perform his duties to the corporation.
- c) The use of corporations resources or time for personal gain, for the benefit of persons/organizations unconnected with the corporation, or for the benefit of competitors is prohibited.
- d) An employee shall not put to his own the corporation's property, equipment or facilities.

- e) An employee shall not become personally or financially involved in any business which would be in competition with, or in conflict with, the interests of the corporation.
- f) It is the responsibility of every employee, at all levels, to disclose to the Managing Director any private involvement which might constitute a conflict of interest and to comply with any directive in relation to such involvement.

A confidential register of such interests will be maintained by Ethics & Integrity Office.

- g) An employee should declare in writing any potential conflict of interest that might affect his impartiality in carrying out his duties.
- h) An employee at any level in the corporation shall not be involved in the making of a recommendation or decision on a transaction which could benefit or otherwise materially affect another party with whom a family relationship exists or from which a financial benefit may accrue to the employee concerned, whether from investments or otherwise.
- i) An employee, particularly in a position of authority or influence, shall not use his position to obtain facilities or personal arrangements which are not authorized at the appropriate level in the corporation.
- j) An employee shall ensure that the corporation's reports accurately reflect the business performance, and are not misleading, or designed to mislead.

SECTION C: GIFTS, BENEFITS AND FAVOUR C.1

SOLICITATION OF GIFTS PROHIBITED

- a) An employee should not receive, accept, take, seek, or solicit, directly or indirectly, any gift if it could be reasonably expected (or appear to a third party) that the gift would influence the action or judgment of the employee, or be considered as part of a reward for

action or inaction.

C.2 GIFTS ACCEPTED ON BEHALF OF THE COMPANY

- a) An employee may accept a gift *of any value* as long as it is for, and on behalf of the corporation. Any gift so accepted shall become the property of the Company and not of the employee. An employee shall report the acceptance of any gift under this Section to the Managing Director within thirty (30) days of receipt.
- b) An employee shall not solicit or accept sponsorship or gifts on behalf of the Corporation, or for events involving the corporation's employees, where this could be deemed to influence or otherwise compromise the corporation's decision relating to any transaction.
- b) An employee shall, under no circumstances, accept cash or cash vouchers where this could be deemed to influence or otherwise compromise the corporation's decision relating to any transaction.

C.3 KSHS. 5, 000.00 LIMIT ON GIFTS

- a) Even if the acceptance of the gift is not solicited and even if accepting the gift would not influence the employee's action or inaction, the corporation believes it is appropriate to limit gifts to Kshs. 5, 000.00 value. Thus, an employee shall not accept a gift for his own benefit with an aggregate value exceeding Kshs. 5, 000.00 from a single source in a calendar year.
- b) An employee should not accept a single gift that may have been purchased by multiple sources that has a value in excess of Kshs. 5, 000.00.

C.4 EXCEPTIONS TO KSHS. 5, 000.00 LIMIT ON GIFTS

- a) The following gifts may be accepted without regard to the Kshs. 5, 000.00 limit. However, in the event that facts suggest that a gift could influence a business decision, or create the appearance of influencing a business decision, then the corporation may request that the gift should not be offered or accepted.
 - (i) Unsolicited flowers, plants and floral arrangements.
 - (ii) Unsolicited advertising or promotional items of nominal value, such as pens and

note pads.

- (iii) Unsolicited items received by an employee for the purpose of evaluation or review, if the employee has no Financial or Beneficial Interest.
- (iv) Informational material, publications, or subscriptions related to the employee's performance of official duties.
- (v) Food and beverages consumed at hosted receptions where attendance is related to the employee's official duties, including admission to, and the costs of food and beverages consumed at, events sponsored by or in conjunction with a civic, charitable, governmental, or community organization, *provided* that where the gift exceeds Kshs. 5,000.00 on a single occasion, it shall be reported to the Managing Director.
- (vi) Unsolicited gifts from dignitaries from another state or a foreign country and intended to be personal in nature.
- (vii) Occasional gifts in the form of food and beverage in the ordinary course of meals where attendance by the employee is related to the performance of official duties.

C.5 ITEMS NOT CONSIDERED GIFTS

- a) The following items are excluded from the definition of gift and may be accepted by an employee or relative without constituting a violation of this Code: -
 - (i) Items from family or friends where it is clear that the item was not given as part of any design to gain or maintain influence in the Company.
 - (ii) Items related to the business of Corporation's employee's that are customary and not related to the employee's performance of his or her official duties.
 - (iii) Items exchanged among employees or between employees.
 - (iv) Payments by a governmental or nongovernmental entity of reasonable expenses incurred in connection with a speech, presentation, appearance, or trade mission made in the employee's official capacity.

- (v) Items an employee is authorized by law to accept, including, but not limited to, items accepted in accordance with the corporation's promotional activities.
- (vi) Payment of enrollment and course fees and reasonable travel expenses attributable to attending seminars and educational programs sponsored by a bona fide governmental or non-profit professional, educational, trade or charitable association or institution.
- (vii) Items returned by the employee to the donor within thirty (30) days of receipt or donated to a charitable organization within thirty (30) days of receipt.
- (viii) Discounts available to an employee as a member of an employee group, occupation, or similar broad-based group.
- (ix) Awards, prizes, scholarships, or other items provided in recognition of academic or scientific achievement. Unsolicited tokens or awards of appreciation in the form of a plaque, trophy, desk item, wall memento or similar item.

SECTION D: CONFLICT OF INTEREST

D.1 CONFLICT OF INTEREST

- a) This provision is intended to: -
 - (i) Guide employees so that they consistently conduct corporation business without being influenced by considerations of personal advantage or gain.
 - (ii) Help employees identify potential ethical concerns and conflicts of interest.
 - (iii) Require employees to disclose potential conflicts of interest; and require employees to report potential policy violations
- b) An employee shall use his best efforts to avoid being in a position in which his personal interests conflict with his official duties. An employee is expected to serve the corporation with the highest standards of ethical conduct and to avoid situations that create a real or perceived "conflict of interest."

- c) An employee shall ensure that any work unrelated activity or personal interest is kept separate from his position at the Corporation and does not influence his business judgment on the Company's behalf.

D.2 REAL OR PERCEIVED CONFLICTS OF INTEREST

- a) An employee shall avoid real, or perceived, conflicts of interest between his private activities and his duties and responsibilities as an employee.
- b) At a minimum, potential conflicts should be reported so that the corporation may consider what, if any, actions should be taken to ensure that decisions are not influenced (or perceived to be influenced) by personal interests.

D.3 CONFLICTS OF INTEREST FROM BUSINESS RELATIONSHIPS

- a) A conflict of interest may exist when an employee, an employee's relative, or someone with whom an employee has a significant personal relationship, directly or indirectly, has a financial or beneficial interest in, or operates, an organization that competes, does business or plans to do business with the Company. An employee should, therefore, avoid having interests in or operating companies that compete with the corporation, or that sell (or plan to sell) products or services to the corporation.

D.4 CONDUCTING ALL COMPANY BUSINESS WITH INTEGRITY AND RESPECT.

- a) An employee shall disclose to the Managing Director the existence of any financial or beneficial interest which, because of its existence or potential relationship to the corporation, could create a present or future conflict of interest.
- b) An employee shall not have a financial or beneficial interest, direct or indirect, in any contract that may be made by, through or under the supervision of the employee, or for the benefit of the corporation.
- c) An employee shall not accept, directly or indirectly, any compensation, gratuity or reward in connection with such contract from any other person beneficially interested

therein.

- d) An employee shall not participate in any decision-making, review, approval, selection, authorization or supervisory activity, concerning any contract or corporation transaction in which he or his relative has a financial or beneficial Interest.

D.5 EMPLOYEE ETHICS & CONFLICT OF INTEREST

- a) An employee shall not engage in any business separate from his employment with corporation without permission first being sought and granted by the Managing Director.
- b) Where permission is so granted, but the corporation determines that an employee's outside work interferes with performance or the ability to meet the corporation's changing requirements, an employee may be asked to terminate outside employment in order to continue employment with the corporation.

D.6 IMPROPER COMPENSATION

- a) An employee shall not, directly or indirectly, ask for or give or receive or agree to receive any compensation, gift, reward or gratuity from a source for performing or omitting or deferring the performance of any official duty, unless otherwise authorized by law.

D.7 USE OF POSITION FOR PERSONAL BENEFIT

- a) An employee shall avoid circumstances in which it appears that the employee is requesting or otherwise seeking special consideration, treatment or advantage because of the employee's position with the corporation.

A.8 OBTAINING SPECIAL PRIVILEGES

- a) An employee shall not use his employment position to secure special privileges or exemptions for himself or a relative.

**D.9 CONFLICT OF INTEREST REGARDING EMPLOYEES ASSIGNED
CONSULTANT DUTIES**

a) GENERAL CONDUCT

- (i) Consultants shall conduct corporation business without being influenced by considerations of personal advantage or gain.
- (ii) Consultants should identify potential ethical concerns and conflicts of interest.
- (iii) Consultants shall be expected to disclose potential conflicts of interest.
- (iv) Consultants shall be expected to report potential policy violations.
- (v) Consultants are expected to conserve and responsibly use the resources that the public has entrusted to the corporation, to act in accordance with applicable laws, and to conduct all corporation's business in a manner that will reflect positively on the corporation, its employees, its consultants, and the community.
- (vi) The corporation's consultants are expected to serve the corporation with the highest standards of ethical conduct and to avoid situations that create real or perceived conflict of interest.
- (vii) Consultants shall ensure that decisions are not made that could be influenced by the conflict of interest, or perceived to have been influenced by it.
- (viii) Consultants shall ensure that any outside activity or personal interest is kept separate from their position at the corporation and does not influence their business judgment.

b) REAL OR PERCEIVED CONFLICTS OF INTEREST

- (i) Consultants must avoid real, or perceived, conflicts of interest between their

private activities and their duties and responsibilities as Consultants.

- (ii) At a minimum, potential conflicts should be reported so that the Company may consider what, if any, actions should be taken to ensure that decisions are not influenced (or perceived to be influenced) by personal interests. The following are examples of situations in which a Consultant may feel conflicting loyalties between what is in the best interest of the company and what may be in the best interest of the consultant.

c) Conflicts from Business Relationships

- (i) A conflict of interest may exist when a Consultant, a Consultant's Relative, or someone with whom a Consultant has a significant personal relationship, directly or indirectly, owns any significant interest in or operates an organization that competes with the Company, is doing business with the Company, or plans to do business with the company. Consultants should therefore avoid owning interests in or operating companies that compete with the corporation, other than minimal amounts of stock in publicly traded companies. The corporation's policy is to award business solely on merit, without favoritism, by securing the best product or service available at the best price.
- (ii) There is a potential conflict of interest if a consultant or the consultant's relative has a financial or beneficial Interest in a business that sells products or services to the company.
- (iii) No Consultant shall have a financial or beneficial Interest, direct or indirect, in any contract which may be made by, through or under the supervision of the consultant, or for the benefit of the company.
- (iv) No Consultant shall accept, directly or indirectly, any compensation, Gratuity or reward in connection with such contract from any other person beneficially interested therein.
- (v) A consultant shall not participate in any decision-making, review, approval, selection, authorization or supervisory activity concerning any contract or company transaction in which he/she or his/her relative has a financial or beneficial Interest.

- (vi) A consultant shall disclose to the Ethics & Integrity the existence of any financial or beneficial Interest that, because of its existing or potential relationship to the corporation, could create a present or future conflict of interest for the consultant.
- (vii) A consultant shall be presumed to have knowledge of any financial or beneficial Interest held by a consultant's relative.
- (viii) The corporation recognizes that consultants operate their own businesses and are under contract with the corporation to provide services and products.
- (ix) The corporation acknowledges that a Consultant will have a financial interest in the contract that the consultant enters into with the company and will participate in that negotiation process. Thus, this section of the policy is intended to cover those situations that involve products, services, contracts and business interests that are separate from the consultant's existing contract with the corporation

SECTION E: CONFIDENTIALITY

E.1 SAFEGUARDING CONFIDENTIAL INFORMATION

- a) An employee shall not disclose confidential information to third parties.
- b) An employee of the corporation must not disclose confidential, personal, or commercially sensitive information (e.g. future plans, or details of major organizational or other changes such as restructuring) obtained by her/him relating to the corporations' affairs.
- c) An employee shall not use confidential information in any manner that is detrimental to the corporation.
- d) An employee shall not use confidential information for the benefit of the employee or employee's relative.
- e) An employee shall not accept secondary employment or engage in business or professional activities that the employee might reasonably expect would require or induce him/her to disclose confidential information.
- f) Employees, except those who are authorized, will not give interviews regarding the activities of the corporation, other than at the request of the Managing Director.
- g) Employees, when presenting papers to professional bodies or when attending conferences, shall not portray the corporation in a negative light.
- h) Employees shall not use or associate the name of the corporation with any act, function, organization, society, club or business, except with the written permission of the Managing Director.

SECTION F: ALCOHOL AND SUBSTANCE ABUSE

- a) The company's employees are strictly prohibited from possessing, selling, or being under the influence of alcohol, illegal drugs, psychotropic substances and misused prescription medications or other controlled substances while on the job, during work hours, in company vehicles or in any other manner that may affect the employee's work performance or corporation's interests.

SECTION G: EQUALITY OPPORTUNITY

G.1 THE COMPANY'S COMMITMENT TO EQUAL EMPLOYMENT OPPORTUNITY

- a) No employees shall engage in or tolerate any discrimination in the workplace.
- b) No employee shall discriminate against fellow employee on the basis of age, race, tribe, colour, nationality, religion, disability, pregnancy, sex/gender, whistleblower status, and use of workers' compensation, political beliefs, or any other category of law.

G.2 COMMITMENT TO INCLUSION

- a) All employees are expected to be tolerant and accept individual differences. They should avoid stereotyping others with whom they interact both at work and in the broader community.

SECTION H: HARASSMENT

H.1 COMPANY'S COMMITMENT

- a) The corporation is committed to providing a respectful, supportive and productive workplace for all employees that is free of verbal, physical and visual forms of unlawful harassment.
- b) One of the corporation's core values is treating co-workers, customers, contractors, vendors and community members with respect.

- c) No employee shall harass a colleague at the workplace by use of unwelcome verbal or physical conduct that is derogatory of an employee because of their age, race, tribe, color, nationality, origin, religion, disability, pregnancy, sex/gender, whistleblower, and terms of employment, political beliefs, or any other category protected by law.

- d) No employee shall make unwelcome sexual advances, requests for sexual favors, or other visual, verbal or physical conduct of a sexual nature when: -
 - (i) Submission to such conduct is made either explicitly or implicitly a term or condition of employment, such as promotion, training, overtime assignment, leave of absence.

 - (ii) Submission to, or rejection of, such conduct affects employment opportunities.

 - (iii) The conduct interferes with an employee's work or creates an intimidating hostile or offensive work environment.

H.2 ANTI-HARASSMENT

- a) Sexual harassment includes harassment based on another person's gender, gender identity, sexual orientation or harassment based upon pregnancy, childbirth, or related medical conditions. It also can include harassment of another employee who is the same gender as the harasser.
 - (i) No employee shall offer or condition an employment benefit, like a raise, a promotion or a special job assignment, in exchange for sexual favors.

 - (ii) No employee shall threaten or take a negative employment action against another employee for reason that sexual advance is unwelcome.

 - (iii) No employee shall use sexually degrading words to describe another employee.

- (iv) No employee shall make unwanted physical contact, including patting, pinching, shoulder rubs, brushing up against another person's body, or impeding or blocking movements of another employee.

SECTION I: WORK PLACE VIOLENCE

I.1 WORKPLACE THREATS AND VIOLENCE WILL NOT BE TOLERATED

- a) All employees are prohibited from making threats or engaging in violent activities. The following behavior, while not an exhaustive list, provides examples of conduct that is deemed violent: -

- (i) Causing physical injury to another person
- (ii) Making threats
- (iii) Aggressive or hostile behavior that creates a reasonable fear of injury to another person or subjects another individual to emotional distress.
- (iv) Intentionally damaging corporation property or property of another employee.
- (v) Possession of ammunition, a firearm, weapon or other item intended to be used as a weapon on corporation property or while on corporation business.

I.2 DUTY TO REPORT DANGEROUS SITUATIONS

- a) All employees shall report any potentially dangerous situation or person, immediately to a supervisor.
- b) While the corporation does not expect employees to be skilled at identifying potentially dangerous persons, employees are expected to exercise good judgment and to inform the supervisor.

b) This is a behavior which could cause concerns, examples include:

(i) Displaying resentment, hostility or anger.

(ii) Displaying irrational or inappropriate behavior.

SECTION J: NEPOTISM

a) The corporation believes it is in its best interests to keep business and professional relationships separate from personal and family relationships, wherever possible.

(i) No employee shall directly supervise, appoint, or discipline a relative.

(ii) No employee shall evaluate or audit the work of a relative.

(iii) No employee shall evaluate or audit the work of the relative and vice versa.

(iv) No employee or a consultant shall approve payment for a relative.

(v) No employee or a consultant shall be involved in any way with a relative's candidacy for employment.

(vi) No employee shall interfere or exert influence over employment, compensation, or working conditions of a relative.

(vii) No two employees, who become relatives subsequent to their employment, shall work in the same section or department, if their continued deployment in the same section or department may create a conflict of interest or appearance of favoritism.

SECTION K: POLITICAL ACTIVITIES

- a) No employee shall: -
- (i) Engage in political activity that may compromise the political neutrality of his office.
 - (ii) Act as an agent for, or so as to further the interest of, a political party, or
 - (iii) Indicate support for, or opposition to any political party or candidate in an election.

INTEGRITY PACT FORM 1

KENYA NATIONAL SHIPPING LINE

I.....
..... of Post Office
Box

Undertake to abide by the corporation's code of conduct and ethics to ensure the integrity of my office and in particular that I shall not be involved in any corrupt or fraudulent practice in contravention of my employment terms, code of ethics, Human Resource manual, disciplinary handbook and all other enabling rules and regulations during my employment with the corporation.

Contravention of this integrity pact will render my employment terminated.

Name of the employee: -

Designation: -

Date: -

INTEGRITY PACT FORM 2

KENYA NATIONAL SHIPPING LINE

I.....
..... of Post Office
Box

Undertake to abide by the corporation's code of conduct and ethics to ensure the integrity of my person and the services I provide to the company. I shall not be involved in any corrupt or fraudulent practice in contravention of my contract with the corporation. I will observe the terms of the code of ethics by disclosing any unethical malpractices that I encounter when in contact with the corporation's employees.

Contravention of this pact will render my contract or services terminated.

Name of the authorized Officer/Agent of Tenderer/ Contractor/ Supplier: -
.....

Designation of the Authorized Officer:-
.....

Signed by the authorized officer.....

Date:-

Official Stamp/ Seal