

RUNDA WATER LIMITED



GENERAL CODE OF CONDUCT
AND ETHICS POLICY

2014 - 2015

ISSUED ON 16TH OCTOBER 2014

GENERAL CODE OF CONDUCT AND ETHICS POLICY FOR RUNDA WATER EMPLOYEES AND OFFICERS

This document sets out a general Code of Conduct and Ethics for all Runda Water Employees and Officers.

1. Performance of Duties

A Runda Water employee/officer shall, to the best of her/his ability, carry out her/his duties and ensure that the services that she/he provides are provided efficiently and honestly.

2. Professionalism

The employee/officer shall:

- a) Carry out her/his duties in a way that maintains public confidence in the integrity of her/his office;
- b) Treat the public and her/his fellow employees/officers with courtesy and respect;
- c) To the extent appropriate to her/his office, seek to improve the standards of performance and level of professionalism in the company;
- d) If a member of a professional body, shall observe the ethical and professional requirements of that body;
- e) Observe official working hours and not be absent without proper authorization or reasonable cause;
- f) Maintain an appropriate standard of dress code and personal hygiene; and
- g) Discharge any professional responsibilities in a professional manner.

3. Rule of Law

- 1) All Runda Water Employees/officers shall carry out their duties in accordance with the law.
- 2) In carrying out their duties, the Employees/officers shall not violate the rights and freedoms of any person under Part IV of the Constitution.

4. No Improper Enrichment

- 1) RWL employees and officers shall not use their offices to improperly enrich her/himself or others.

- 2) Without limiting the generality of subsection (1), RWL employees/officers shall not-
 - a) Except as allowed under subsection (3) or (4), accept or request gifts or favours from a person who-
 - i. Has an interest that may be affected by the carrying out, or not carrying out, of the employees/officer's duties;
 - ii. Carries on regulated activities with respect to which the company has a role; or
 - iii. Has a contractual or similar relationship with the company;
 - b) Improperly use her/his office to acquire land or other property for her/himself or another person, whether or not the land or property is paid for; or
 - c) For the personal benefit of her/himself or another use or allow the use of information that is acquired in connection with the employees/officer's duties and that is not public.
- 3) A Runda Water employee/officer may accept a gift given to her/him in her/his official capacity but, unless the gift is a non-monetary gift that does not exceed the value prescribed by regulation, such a gift shall be deemed to be a gift to the company.
- 4) Subsection (2) (a) does not prevent an employee/officer from accepting a gift from a relative or friend given on a special occasion recognized by custom.
- 5) Subsection (2) (c) does not apply to the use of information for educational or literary purposes, research purposes or other similar purposes.

5. Conflict of Interest

- 1) An employee/officer of Runda Water shall use his best efforts to avoid being in a position in which her/his personal interests conflict with her/his official duties.
- 2) Without limiting the generality of subsection (1), an employee shall not hold shares or have any other interest in a corporation, partnership or other body, directly or through another person, if holding those shares or having that interest would result in the employees's personal interests conflicting with her/his official duties.
- 3) A Runda Water employee/officer whose personal interests conflict with her/his official duties shall-

- a) Declare the personal interests to her/his superior or the Board and comply with any directions to avoid the conflict; and
 - b) Refrain from participating in any deliberations with respect to the matter.
- 4) Notwithstanding any directions to the contrary under subsection (3)(a), an employee/officer of the company shall not award a contract, or influence the award of a contract, to-
- a) Her/Himself;
 - b) A spouse or relative;
 - c) A business associate; or
 - d) A corporation, partnership or other body in which the employee has an interest.
- 5) The public regulations may govern when the personal interests of an employee/officer of the company conflict with her/his official duties for the purposes of this section.
- 6) In this section, "personal interest" includes the interest of a spouse, relative or business associate.

6. Collections and Harambees

- 1) An employee/officer of Runda Water shall not-
 - a) Use her/his office or place of work as a venue for soliciting or collecting harambees; or
 - b) Either as a collector or promoter of a public collection, obtain money or other property from a person by using his official position in any way to exert pressure.

7. Acting for Foreigners

- 1) No employee of Runda Water shall, in a manner that may be detrimental to the security interests of Kenya, be an agent for, or further the interests of, a foreign government, organization or individual.
- 2) For the purposes of this section-
 - a) An individual is foreign if the individual is not a citizen of Kenya;

- b) An organization is foreign if it is established outside Kenya or if it is owned or controlled by foreign governments, organizations or individuals, these includes all the outlawed organizations.

8. Care of Property

- 1) An employee/officer of Runda Water shall take all reasonable steps to ensure that property that is entrusted to her/his care is adequately protected and not misused or misappropriated.
- 2) A person who contravenes subsection (1) shall be personally liable for losses resulting from the contravention.

9. Political Neutrality

- 1) An employee/officer of Runda Water shall not, in or in connection with the performance of his duties as such-
 - a) Act as an agent for, or so as to further the interest of, any political party; or
 - b) Indicate support for or opposition to any political party or candidate in an election.
- 2) A Runda Water employee/officer shall not engage in political activity that may compromise or be seen to compromise the political neutrality of her/his office.

10. Nepotism, etc

An employee/officer of Runda Water shall not practice nepotism or favouritism in the company.

11. Giving of Advice

An employee/officer of Runda Water has a duty to give advice, and shall give honest and impartial advice without fear or favour.

12. Misleading the Public, etc.

An employee/officer of Runda Water shall not knowingly give false or misleading information to members of the public or to any other public officer.

13. Conduct of Private Affairs

- 1) An employee/officer of Runda Water shall conduct his private affairs in a way that maintains public confidence in the integrity of her/his office.

- 2) An employee/officer of Runda Water shall not evade taxes.
- 3) An employee/officer of Runda Water shall not neglect his financial obligations or neglect to settle them.

14. Sexual Harassment

- 1) An employee/officer of Runda Water shall not sexually harass a member of the public or a fellow employee/officer.
- 2) In subsection (1), "sexually harass" includes doing any of the following, if the person doing it knows or ought to know that it is unwelcome-
 - a) Making a request or exerting pressure for sexual activity of favours;
 - b) Making intentional or careless physical contact that is sexual in nature; and
 - c) Making gestures, noises, jokes or comments, including innuendos, regarding another person's sexuality

15. Selection, etc. of Public Officers

An employee/officer of Runda Water shall practice and promote the principle that public officers should be-

- a) Selected on the basis of integrity, competence and suitability; or
- b) Elected in fair elections.

16. Submitting of Declarations, etc.

An employee/officer of Runda Water shall submit any declaration or clarification required under Part IV of the subsidiary legislation to the Public Officers Ethics Act to be submitted or made by him.

17. Acting through Others

- 1) An employee/officer of Runda Water contravenes the Code of Conduct and Ethics if-
 - a) She/He causes anything to be done through another person that would, if the employee/officer did it, be a contravention of the Code of Conduct and Ethics; or
 - b) She/He allows or directs a person under his supervision or control to do anything that is a contravention of the Code of Conduct and Ethics.

- 2) Subsection (1) (b) does not apply with respect to anything done without the employees/officer's knowledge or consent if the employee took reasonable steps to prevent it.

18. Reporting Improper Orders

If an employee/officer of Runda Water considers that anything required of her/him is a contravention of the Code of Conduct and Ethics or is otherwise improper or unethical, she/he shall report the matter to an appropriate authority.

19. Declaration of Understanding

I,, have read, understand, and agree to adhere to the General Code of Conduct and Ethics for Runda Water Limited Employees/Officers.

Name: _____

Signature: _____

Date: _____