NYERI WATER AND SANITATION COMPANY LIMITED

LEADERSHIP AND ETHICS CODE OF CONDUCT FOR COMPANY EMPLOYEES

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1.0 PREAMBLE

1.1 Company Background

Nyeri Water and Sanitation Company hereinafter referred to, as "Company" is a contracted Water Services Provider to the residents of the Sub- County of Nyeri and the surrounding areas. The service provision area is over $200km^2$. The Ministry of Water and Irrigation licensed the Municipal Council of Nyeri in 1982 to become a water undertaker. At that time, the town had a total treated water production capacity of $6,500m^3$/day, which remained constant until 1997. In order to improve on the water services provision, the Municipal Council of Nyeri in 1997 formed a limited water company under the Companies Act Cap 486, of the Laws of Kenya. The Company was registered on 23rd day of September 1997 and had 11No directors. The company started its operations on 1st day of July, 1998.

With the promulgation of the constitution of Kenya 2010, the water services function was devolved to the county Governments. Specifically, the County Government of Nyeri formed the county Executive office for Water, Environmental and Natural Resources where the company reports functionally on its operations.

The board of Directors signed the code of Ethics after Election in office.

The staff are also keen to comply with the Leadership and Integrity Act 2012 requirements and embrace the principles and ethics of corporate governance which include accountability, effectiveness, efficiency, probity, integrity, responsibility, transparency and open leadership in the management of the resources and to bring the levels of governance in the Company in line with international standards.

To implement the strategies set in the Company Strategic Plan, the employees are guided by a shared vision of ensuring that there is efficient, affordable and sustainable provision of water services in the Company's area of jurisdiction.

To show commitment of proper utilization and management of public resources and proper running of the Company's affairs, a Leadership and Ethics Code of Conduct for staff has been developed, and will be signed by all the employees of NYEWASCO.

1.2 NYEWASCO Vision

"To be a world class water and Sanitation Service Provider"

1.3 NYEWASCO Mission

"To provide reliable quality water, sanitation and allied services at environmentally and economically sustainable levels through application of innovative processes and appropriate technology to the delight of our customers and other stakeholder"

1.4 NYEWASCO Core Values

- *a) Customer Centric*
- *b) Professionalism*
- *c) Innovativeness*
- *d) Teamwork*
- *e) Integrity*
- *f) Responsiveness*
- *g) Result Oriented*

2.0 Definition of a Code of Conduct

A Code of Conduct is a definition of the guiding ethical principles which are considered essential in providing guidance and direction in the manner in which employees are expected to conduct themselves when handling matters relating to the Company.

This Code is derived from the Company's Strategic Plan that has identified six key strategic objectives namely:

(i) To strengthen the institution services and build capacity;

(ii) To provide water and sanitation services in an efficient, effective affordable and sustainable manner;

(iii) To increase access and availability of water and sanitation services within the board's area of jurisdiction;

(iv) To enhance financial sustainability of NYEWASCO;

(v) To strengthen NYEWASCO's Communication with stakeholders;

(vi) To mainstream good Corporate governance, gender, and HIV/ADS awareness campaign in all NYEWASCO's core values;

The Code of Conduct and Ethics for NYEWASCO focuses on ethics and integrity at workplace. It defines commitment to the highest standards of behavior so as to contribute to the achievement of the company goals

The Code sets out expectations for individual behavior necessary to meet these standards and includes requirements and guidance to help employees carry out their roles with integrity and in compliance with the law.

The Code is aimed at ensuring that the principles of Corporate Governance are understood, embraced and adhered to by all the employees in order to achieve the set organizational goals and objectives.

The employees of NYEWASCO are committed to observing the Code in order to achieve the Mission, Vision, Strategic, Objectives and the Millennium Development Goals as spelt out in the Plan.

The Management is sure that with the adherence to this Code, the Company will be able to achieve economy and sustainability in the provision of water and sanitation services within its area of jurisdiction and hence be able to expand coverage of water services so as to reach especially the consumers in the pro-poor areas.

The code cannot cover everything; it is therefore essential that you understand applicable laws and detailed policies that are relevant to your role. It is also important that the Code is not used as a substitute for the good judgment expected of employees working for the Company.

3.0 PART I: PRELIMINARY

3.1 Citation

This code may be cited as the "Leadership and Ethics Code of Conduct for the Employees of NYEWASCO".

3.2 Definitions and Interpretations

In this Code, the following words and expressions shall have meanings assigned hereto;

"**Act**" means the Leadership and Integrity Act 2012.

"**Company**" means Nyeri Water & Sanitation Company Limited.

"**Board Member**" means a member of the Company Board of Directors for Nyeri Water & Sanitation Company Limited.

"**NYEWASCO**" means Nyeri Water & Sanitation Company Limited.

"**Plan**" means the current Company Strategic Plan for Nyewasco.

"**Public Officer**" means as defined in Section 2 of the Public Officer Ethics Act 2003.

"Staff" means as an employee of the Company

"Employee" means as staff of the Company

Objective

By exemplifying the ethical behaviors and corporate values described in the Code, the organization will continue to uphold Article 10 of the constitution of Kenya on National Values and principles of Governance and Chapter 6 on Leadership and Integrity.

3.3 Application

This Code applies to all Company employees (permanent, contract or temporary). Adherence to the values in this Code is a condition of employment for staff.

A breach of this Code will result in disciplinary measures being taken, including separation from NYEWASCO.

4.0 PART II: REQUIREMENTS

4.1 Commitment to the Tenets of the Code

I…………………………………………………………, an employee of *NYEWASCO,* do solemnly and sincerely swear that I shall at all times, abide by the following tenets:-

4.1.1 Tenet 1: Compliance with the Code

I recognize that I shall at all times respect my primary duty of dedicating my services to the NYEWASCO and comply with all requirements in the general code of Conduct and Ethics set out in Leadership and Integrity Act 2012 which form part of this Code.

4.1.2 Tenet 2: Transparent and Open Leadership

I shall at all times uphold the values of the Company of communication, innovativeness, integrity and teamwork and shall exercise transparency, enterprise and openness in my duties to the NYEWASCO, and will ensure that the Company achieves its Mission and Vision. Where I suspect wrong doing, on the part of a fellow colleague, I shall raise my concern through the procedures laid down by the management.

4.1.3 Tenet 3: Accountability

Leadership & Integrity Act 2012 and Public Officer Ethics Act 2003 requires proper utilization of allocated resources and this calls for transparency and accountability to the stakeholders. I shall be honest and open in all the transactions pertaining to the Company and will be responsible and answerable to the management.

4.1.4 Tenet 4: stewardship

Every employee is responsible for using appropriately the assets entrusted to them. They are responsible for safeguarding the assets against waste, loss, misuse, theft, misappropriation or infringement, in order to protect their value.

All transactions of the Company must be reflected accurately and fairly in the books of accounts.

Falsification of asset records or misrepresentation of facts will constitute fraud.

4.1.5 Tenet 5: Integrity

Employees are expected to act with integrity by consistently upholding the highest standards of honesty and truthfulness. I should not use my position to inappropriately obtain an advantage for myself or to advantage or disadvantage others; and shall take all possible steps to prevent and resolve any real, apparent or potential conflicts of interest between my official responsibilities and private affairs.

4.1.6 Tenet 6: Social and Environmental Responsibility

I recognize that for the Company to achieve its objectives, it must know who its stakeholders are, and take into account the relationship it maintains with the stakeholders. I shall take it upon myself to know the Company's stakeholders, understand and be sensitive to their interests, to ensure that all their diverse needs are appropriately addressed. I shall participate, when called upon, in social welfare activities organized by the Company aimed at bringing about sustainable development in the community.

4.1.7 Tenet 7: Compliance with Statutory Requirements

There are various laws, statutes and Government policies that govern NYEWASCO as a State Company. I shall familiarize myself with such Laws, Statutes and Government policies and ensure strict compliance of the same.

4.1.8 Tenet 8: Compliance with Systems, Rules and Regulations of the Company

For any organization to observe corporate governance principles, rules, regulations and systems must be put in place.

I shall participate in the development and implementation of systems, rules and procedures for the Company and will endeavor to familiarize myself and comply with all such said rules, systems, procedures and terms of my employment contract to ensure smooth operations in the Company.

4.1.9 Tenet 9: Disclosure of Interest (Conflict of Interest)

Employees must avoid conflicts of interest between their private activities and their part in the conduct of the Company business.

I shall declare my interest or any potential interest in any matter before the Management as per prescribed form in **Appendix II** and sign **NYEWASCO Conflict of Interest Register**, before the said matter is considered and deliberated upon. Subject to the direction of the management, I shall then excuse myself from any discussion, decision and taking position(s) in such a matter.

A conflict of interest may arise where employees or close family member such as spouse, child, parent or sibling has private interests' that could improperly influence the performance of the employee's official duties and responsibilities. Conflict may also arise where an employee uses their office for personal gain.

A real conflict of interest exists at the present time. An apparent conflict of interest could be perceived by a reasonable observer to exist, whether or not it is the case, and a potential conflict of interest could reasonably be foreseen to exist in the future. A conflict of duty arises, not because of an employee's private interests, but as a result of one or more concurrent or competing official roles. For example, these roles could include the employee's primary employment and his or her responsibilities in an outside role that forms part of their official duties, such as appointment to a board of directors or other outside function.

The Company shall maintain a register to record conflict of interests.

4.1.10 Tenet 10: Prevention of Conflict of Interest

Employees maintain public confidence in the objectivity of their service by preventing and avoiding situations that could give the appearance of a conflict of interest or result in potential or actual conflict of interest. In addition, employees are required to observe any specific conduct requirements contained in the statutes governing ethical behavior and their profession, where applicable.

It is not possible to foresee every situation that could give rise to real, apparent or potential conflict of interest, however, where conflict arises, the employee should:

(a) Disclose in writing, to the relevant authority the facts and explain the circumstances that create or could create the conflict of interest.

(b) Seek guidance from the immediate authority.

(c) Seek additional legal or financial guidance.

(d) Conduct your relationship with contractors and suppliers in a professional, impartial and competitive manner.

(e) Refrain from the direct or interest use of, or allowing the direct or indirect use of the Company property, for anything other than officially approved activities.

(f) Maintain the impartially or the public service and not engage in any outside or political activities that impair or could be seen or impair their ability to perform their duties in an objective or impartial manner.

(g) Be aware that the acceptance of any offer of future employment including consultancy or directorship with a contractor, supplier, customer or business partner constitutes a potential conflict of interest.

(h) Ensure that concurrent outside appointments, such as to a Board of directors, are managed appropriately and that any resulting conflicts of duties are resolved in the public interest; and

(i) Declare to the relevant authority, a benefit or income received either directly or indirectly from a contract with external parties or contractual or other arrangements. The relevant authority will determine whether the arrangement presents a real, apparent or potential conflict of interest, and may require that the contract be modified or terminated.

(j) Similarly an employee should not:

- **Get involved in the hire, supervision, management or career planning of any relative.**
- **Make improper use of one's position or of confidential information gained in that position to achieve personal interests or direct gain.**
- **Allow relationships with contractors and suppliers to influence business decisions made on behalf of the Company; and**
- **Accept gifts or inducements including hospitality that may place you under an obligation.**

4.1.11 Tenet 11: Confidentiality

I shall take necessary precautions to preserve confidentiality by not divulging any commercial information that is communicated to me in the course of my duties in my capacity as an employee, either within or outside the Company unless duly authorized to do so.

4.1.12 Tenet 12: Gifts, Benefits, Favors and other benefits

Employees should not accept any gifts, hospitality or other benefits that may have a real, apparent or potential influence on their objectivity in

carrying out their official duties and responsibilities or that may place them under obligation to the donor.

As a general rule, employees should not accept gifts or other advantages except as set out in the Public Officer Ethics Act, 2003 and any other relevant statutes and policies.

1) I shall not accept a gift given to me in my official capacity but unless the gift is a monetary gift that does not exceed the value prescribed by existing regulations. Any other gift shall be deemed to be a gift to the Company organization, and must be surrendered thereof and accompanied by a Gift form **(Appendix I)** and sign the **NYEWASCO Gift Register.**
2) I shall not hold shares or have any other interest in a Company, partnership of other body, directly or through another person, if holding those shares or having that interest would result in personal interests conflicting with my official duties.
3) I shall ensure that I do not directly or indirectly solicit, accept or receive any gift, payment or other consideration from any person in return for providing any improper business or other unethical advantage to such a person, or his/her agent.

4.1.13 Tenet 13: Misuse of the Company's Property

I shall not, directly or indirectly use or allow use of any of the Company's property for my own personal gain or for any other reason other than for approved Company activities.

4.1.14 Tenet 14: Relations with Interest Groups

I shall not, knowingly, enter into, or continue any business relationship with any interest group(s) knowing that such relationship may prejudice my integrity and reputation while carrying out official responsibilities for the Company.

4.1.15 Tenet 15: Use of Company's Name for Personal Advantage

I acknowledge that the Company's name; logo, letterheads and other facilities belong to the Company. I shall not use the Company's name or other facilities for personal advantage in political, commercial or retail purchasing transaction or in similar types of activities.

4.1.16 Tenet 16: Communication with the Customers and the Public

Proper communication to the Company's publics is considered key in expounding the Company's Mission, Vision and Values. I shall not communicate with the public unless the Chief Executive Officer authorizes the same. When I do, I shall communicate with the customers, public officers and the general public courteously, clearly and effectively. So far as possible, I shall use simple language and avoid ambiguity, obscurity and unnecessary use of complicated jargons, and I shall at all times uphold and guard the interest of the Company.

4.1.17 Tenant 17: Use of information Communication Technology

Organizations recognize the importance of the use of Information Communication Technology (ICT) tools to conduct business and interact with stakeholders.

I shall comply with the legislative requirements and the organization policy on the use of the internet and electronic networks when using social networks in an official capacity. When using ICT for personal or professional I shall exercise the same kind of judgment and criteria as would be applied to any other workplace decision.

4.1.18 Tenet 18: Involvement in Legal Issues

I shall immediately and officially notify the Chief Executive Officer through my Head of Department of any summons or other legal issues that may involve me or the Company in litigation, charges of fraud, corruption or other matters that may bring the Company into disrepute and/or loss.

4.1.19 Tenet 19: Promoting Anti-Corruption Activities

I acknowledge the fact that corruption is one “evil” that can easily bring down an organization. As an employee of the Company, I shall oppose corruption and support the vision, mission and values of the Company and play an active voluntary role in promoting anti corruption activities. Incase I come across any corrupt activity by any employee I shall take responsibility by reporting the matter immediately to the Managing Director for action. I shall also comply with all statutes, laws and governing policies that relate to corruption and corrupt activities.

4.1.20 Tenet 20: Solicitation

With the exception of fundraising for officially supported activities such as those relating to corporate social responsibility, I shall not solicit gifts, hospitability, other benefits or transfers of economic value from a person, group or company who has dealings with the Company When fundraising for supported official activities, I shall ensure that I have prior written authorization from the relevant authority in order to solicit donations, prizes or contributions in kind from external organizations or individuals.

4.1.21 Tenet 21: Excellence

I shall demonstrate excellence by providing fair, timely, efficient and effective services to the public. I shall exercise high levels of discipline and commitment in the performance of their duties. I will also continually improve the quality of policies, programs and services by fostering a work environment that promotes teamwork, learning and innovation.

4.1.22 Tenet 22: Involvement in Business with the Company

I acknowledge the need to separate personal business from the Company's business. To this extent, I will ensure that a company belonging to either my spouse, or myself does not engage in any business whatsoever with the Company.

4.1.23 Tenet 23: Reporting (Official Communication with the HODs and the MD)

There is need, in any organization, to preserve the chain of command to ensure free flow of the right information. I understand that I am answerable to Customer Appropriately, the Managing Director /Head Technical Services/Human Resource and Administration Officer / Head Finance and Administration /Chief Internal Auditor /Customer Relations Officer/ ICT Officer etc and I shall at all times ensure that any communication with other departments and/or the Managing Director shall be made through the said Manager/office.

4.1.24 Tenet 24: Influence of Employment of Relatives and/or Friends (Nepotism/Favoritism)

The Company considers proper recruitment crucial. To ensure that the recruitment policy of the Company is adhered to, I shall not, as an employee of the Company, directly or indirectly influence the employment of my relatives, friends or any other person related to me in whatever way.

4.1.25 Tenet 25: Prohibition against Standing for Election (Political Associations)

I shall not stand for election as a member of the National Assembly or a County Assebly or hold a political office unless I officially resign from my employment in the Company.

4.1.26 Tenet 26: Political Neutrality

Regardless of my political opinion I shall render my services neutrally with loyalty, honesty and objectivity.

4.1.27 Tenet 27: Prohibition of smoking

I shall refrain from smoking whilst attending to both internal and external customers as many people consider the habit to be offensive.

4.1.28 Tenet 28: Promoting fairness in the office

As a supervisor I shall practice fairness while conducting staff appraisals and handling cases of discipline and addressing issues of deployment, placement, promotions, merit awards and human resource management in general.

4.1.29 Tenet 29: Sexual Harassment

As an employee of Nyeri Water and Sanitation Company shall not sexually harass a member of public or fellow Nyewasco member of staff.

"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 favours;

b. Making intentional or careless physical contact that is sexual in nature; and
c. Making gestures, noises, jokes or comments, including innuendoes, regarding another person's sexuality.

4.1.30 Tenet 30: Pecuniary Embarrassment

It is important for public servants to live within their financial limits. As an employee of the NYEWASCO, I shall at all times settle my financial obligations to avoid cases of pecuniary embarrassment, lest I stand to be disciplined according to the relevant regulations.

4.1.31 Tenet 31: Respect for people

Employees are entitled to work in an environment in which people are treated with respect. I shall avoid actions or behaviours that are or could be viewed as harassment and treat all people with utmost courtesy respect, dignity and fairness.

4.1.32 Tenet 32: Official Working Hours

I shall strictly observe official working hours and avoid absenteeism without proper authorization or reasonable cause. Reporting time is 8.00 a.m., Lunchtime is from 1.00p.m. to 2.00 p.m. and the official closing time is 5.00p.m. from Monday to Thursday. Closing time on Friday is 4.00pm. I realize that I can be called upon to work extra hours if need arises

4.1.33 Tenet 33: Company Property

I shall l take all responsible steps to ensure that property that is entrusted to me is adequately protected and not misused or misappropriated.

I shall not remove, alter, destroy or otherwise interfere with material from official files or documents and/or any record without proper authorization.

4.1.34 Tenet 34: Whistle-Blowing

Any person who has reason to believe that an employee has not acted in accordance with this Code should bring the matter to the authority or the appropriate government agency.

The Company shall not retaliate nor tolerate retaliation against any person who brings an issue to its attention in good faith

4.1.35 Tenet 35: Mode of Dressing

This Code forms policy code of dressing and grooming for all staff in the Nyewasco.

In order to set and maintain high standards and an admirable corporate image in the industry, I shall always be neat, clean and presentable to the business environment at all times. My personal grooming should be acceptable and not offensive to customers or other staff. If am provided with uniforms I will wear it during working hours.

Ladies

Ladies' hair, long or short should be well managed. Braids, weaves, cornrow and makeup may be worn in moderation. Dresses and skirts should be of reasonable length. The company considers as unacceptable: tights, transparent, mini skirts, jeans, T-shirts, and slits of more than 4 inches above the knee. Trouser suits should not be tight and the top and trouser should be of marching shades.

Men

My hair will always be well combed, with a moustache/ beard shaven or well trimmed. I shall always wear Shoes that are well polished.

4.1.36 Tenet 36: Intoxication

I undertake not to contravene, whilst on duty, any law(s) legislating the consumption of liquor and other intoxicative drugs. I will always ensure that I do not smell of beer in my workplace especially as I sure my serve both my internal or external customers.

4.1.37 Tenet 37: Reporting of Complaints

I shall avoid spreading any rumours and in case any issue aggrieves me, I shall endeavour to report the same to the management.

4.1.38 Tenet 38: Official language

Whenever engaged in any business of the Board, within the scope of my employment, I shall endeavour to use the national official languages namely English and Kiswahili.

4.1.39 Tenet 39: Public comments

As a Public Officer I shall not;

(a) Make public comments that support or criticize a political party.
(b) Make public comments that may reasonably be seen to compromise the political neutrality of my office.
(c) Publicly comment except in furtherance of my official duties, on matters in relation to which I have been professionally involved.

4.1.40 Tenet 40: Societal Interest (Social Associations and Recreation)

As an employee of NYEWASCO, I should not be isolated from the society of which I am part. However, I shall ensure that my unofficial activities do not interfere with my official duties or affect the dignity of my office and that the risk of conflict with my official duties is minimized.

4.1.41 Tenet 41: Harambees

As a public servant of the republic of Kenya, I shall:-

(a) Not preside over a Harambee or play the role of the guest of honour.
(b) Not participate in a harambee in such away as to reflect adversely on my integrity or impartiality or to interfere with the performance of my official duties.

4.1.42 Tenet 42: Professional Bodies

In case I affiliate to any professional Body as a member, I shall observe the Ethical and Professional requirements of that body.

4.1.43 Tenet 43: Improper Enrichment and misuse of office

I shall not use my office to improperly enrich others or myself or use my office to influence certain wrong decisions such as acquiring land, property, awarding tenders, recruitment of friends and relatives among others.

4.1.44 Tenet 44: Care of Property

As an employee of the Company, I shall take all reasonable steps to ensure that property that is entrusted to my care is adequately protected and not misused or misappropriated. I shall be personally liable for losses resulting from the misuse of property entrusted to me by the Company, and I stand to be surcharged incase of misuse.

4.1.45 Tenet 45: Giving False Information

Information is power. Hence any information passed to a customer or the general public may have a serious implication to the organization either positive or negative. In this regard, I shall not knowingly give false or misleading information to customers or the general public. I stand to be disciplined accordingly incase I knowingly give wrong or misleading information to customers or the general public.

4.1.46 Tenet 46: Outside Employment/Business

As an employee of the Company, I shall not engage in any other business or part-time employment which is in conflict with my employment.

4.1.47 Tenet 47: Conduct in Public

As an employee of the Company, I shall conduct myself with dignity both in public and private

4.1.48 Tenet 48: Non – discrimination

I shall not discriminate directly or indirectly individuals on the ground of age, gender, race and disability.

4.1.49 Tenet 49: Work Place Harassment

As an employee of the Company, I shall avoid unwelcome, abusive, belittling or threatening behavior to my fellow employees.

4.1.50 Tenet 50: Penalty (Breach of the Code)

In the event that I am found to be in breach of the above tenets, such breach shall be reason for disciplinary action in accordance with my terms and conditions of employment which may include suspension, dismissal and reprimand etc.

Employees are expected to adhere to this Code. The employees are expected to resolve issues in a fair and respectful manner and consider informal processes such as dialogue or mediation.

In the event of an ethical dilemma or dispute, Management may seek advice and support from other appropriate sources such as the Ethics and Anti-Corruption Commission (EACC), and any other oversight body.

5.0 Enforcement of the Code

The Managing Director shall be responsible for enforcement of the Code with advice from the Staff Advisory/Disciplinary Committee, Management and Board of Directors.

6.0 Review

This Code of Conduct will be reviewed from time to time or when deemed necessary.

Sworn by the said ;………………………………)

This…………. day of……………………………..)

)

Before me

)

)

)

COMMISSIONER FOR OATHS.................)

(APPENDIX I)

NYEWASCO

Report of Gifts Received

To (Approving Authority): ____

Description of Offeror: ____

Name and title: ____

Company: ____

Relationship (Business/personal): ____

Occasion on which the gift was/is to be received: ____________________________

Description & (assessed) value of gift: _____________________________________

Suggested Method of Disposal

- Retained by received staff
- Retained as display / as souvenir in the office
- Shared among the officers
- Reserve as luck draw prize at staff function
- Return to Offeror
- Others (please specify)

____________________ ________________________________

Date Name of receiving staff

Title/Department

Part B- Acknowledgement (to be completed by approving authority)

To (receiving staff): ___________________________

The recommended method of disposal is * Approved/Not Approved

The gift(s) concerned should be disposed of by way of:

_____________________ ___________________________________

Date **Name of approving authority**

Title/Department

***Please delete as appropriate**

(APPENDIX II)

NYEWASCO

Declaration of Conflict of Interest.

Part A- Declaration (to be completed by declaring staff)

To (Approving Authority):____________________

I would like to report the following existing/potential* conflict of interest situation arising during the discharge of my official duties:

Persons/companies with whom I have official dealing and/or personal interest

1.
2.
3.

Brief description of my duties which involve the persons/companies mentioned above and these are the areas of real/possible conflict of interest.

1.
2.
3.

_____________________ ______________________________________

Date **Name of declaring staff**

Title/Department

Part B- acknowledgement (to be completed by approving authority)

To (Declaring Staff):____________________

The information contained in your declaration for……………………………is noted. It has been decided that:

You should refrain from performing or getting involved in performing the work, as described in Part A, which may give rise to conflict of interest.

You should continue to handle the work as described in Part A, provided that there is no change in the information declared above.

Other conditions (please specify) --
-

Date Name of approving authority

Title/Department

NYERI WATER AND SANITATION COMPANY LIMITED

ALL CORRESPONDENCE
TO BE ADDRESSED TO THE
MANAGING DIRECTOR

P.O. BOX 1520-10100
Telephone 2034548,
Mobile: 0722461359
NYERI
Email-info@ nyewasco. co.ke.
www.nyewasco.co.ke

OATH OF SECRECY

I ………………………………………………………… …of P.O. Box ……………………

undertake that I shall not, during or after my employment with the Company disclose to any person, firm or corporation any propriety or confidential information acquired in the course of the provision of the services to any current or former client of this Company whether gained in the course of my duties or otherwise to any person who is not an employee of this firm without the prior written authority of the Managing Director.

I further confirm that I am aware that any such disclosure constitutes an act of gross misconduct and makes me liable to summary dismissal with loss of all benefits while in the employment of the Company.

I further accept the Company's right to recover from my estate any loss to the Company arising from such disclosure on my part.

Signed by the said ……………………………………………………………………….
In the presence of ……………………………………………………………………….
Position ………………………………………………………………………………….
Witnessed by …………………………………………………………………………….
Date …………………………………………………………………………………………