



DAYDOTS KENYA LTD HUMAN RESOURCE POLICY DOCUMENT

Hiring and Joining - Recruitment of Permanent Employees

1. Objective

Daydots Kenya Ltd is committed to establishing a universal and systematic approach to attract and hire the best talent in the industry, individuals possessing the requisite skills and aptitude necessary for their respective roles.

2. Scope

This policy applies to all individuals employed under the auspices of Daydots Kenya Ltd.

3. Recruitment Process

Below is the procedure for recruitment, which must be strictly adhered to. Any deviations from this policy require approval from the CEO and manager, and their decision will be final.

3.1. Eligibility

Candidates must meet the following basic eligibility criteria:

- Age: Candidates should be 18 years and above.
- Education: Candidates should have completed at least 15 years of formal education, and provide evidence of relevant professional licenses, accreditations, and certifications.
- Qualifications: Candidates must meet the set qualifications and criteria for the specific department they are being hired for.

3.2. Hiring Approvals

All hiring at Daydots Kenya Ltd must align with the pre-approved organizational structure and plan, as approved by the CEO and manager. Replacement hiring within the approved manpower budget also requires approval from the CEO. However, any hiring exceeding the approved manpower budget will necessitate approval from both the CEO and the manager.

4. Induction

Our induction process is designed to provide new employees with essential initial orientation, safety training, and necessary information. This process also ensures that new hires are aware of the required standards of business conduct, including email and internet usage.

5. Working Hours / Days

All employees at Daydots Kenya Ltd are required to adhere to the following working hours:

- Monday to Friday: 8:00 am to 5:00 pm
- Some employees may be required to work on Saturdays based on workload.
- Weekends and public holidays are observed.
- Working hours are designed to meet and exceed customer requirements.

6. Leave Policy

6.1. Objective

This policy is designed to define the entitlements for leave for all employees at Daydots Kenya Ltd.

6.2. Eligibility

All employees on the rolls of Daydots Kenya Ltd are covered by this leave policy.

6.3. Scope

Leave entitlement is prorated and commences from the day an employee joins the company.

6.4. Types of Leaves

a. Privilege Leave:

- All employees are entitled to a maximum of 21 days of privilege leave in a calendar year.
- New joiners' entitlement will be pro-rated based on their date of joining.
- The 21 days of privilege leave include 7 days of mandatory leave, which all employees are required to avail of once in the leave year.

b. Sick Leave:

- Sick leave is granted at the discretion of the manager and CEO.
- The manager can approve up to 3 days of continuous sick leave.
- Sick leave exceeding 3 days at a stretch must be approved by the CEO, supported by adequate proof.

c. Maternity Leave for Female Employees:

- Maternity leave adheres to the provisions of the Maternity Benefit Act, 1961.
- The Act applies to cases where an employee adopts a child as well.
- An employee is entitled to twelve weeks of maternity leave with full pay, provided she has worked for the company for at least eighty days in the twelve months preceding her expected delivery.

d. Paternity Leave:

- In accordance with Kenyan law, new fathers are entitled to a two-week paternity leave with full pay.

7. Code of Conduct

7.1. Policy Statement

At Daydots Kenya Ltd, we expect all staff, whether permanent or temporary, to adhere to the company's Values, Employment Principles, and Code of Conduct. Every employee is required to act with integrity and professionalism.

7.2. Enforcement

Daydots Kenya Ltd is dedicated to ensuring strict adherence to the outlined code of conduct. Any staff member found in violation of the code of conduct may face disciplinary action, suspension, or termination with immediate effect.

