

# **COMPANY PROFILE**

## **ARCON**

### **CONSTRUCTION CO.**

#### **LTD**

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## **INTRODUCTION**

**ARCON CONSTRUCTION COMPANY LIMITED** is a professional service provider company incorporated under the Companies Act [Cap 486]. It utilizes managed service principles to provide comprehensive general construction services.

### **MISSION STATEMENT**

Our mission is based on building a diverse, inclusive, and collaborative work environment where all views are welcomed, openness is encouraged, and teamwork and merit are cornerstone

### **VISION**

To improve and maintain the built environment to enhance quality of life of the present and future generations.

### **MOTTO**

Creativity and innovations is a perfect combination to propel an engineering concept.

### **WHAT WE VALUE**

We shall at all times treat our clients, employees, shareholders, suppliers and the community with honesty, dignity, fairness and respect with perfect consideration of gender equality.

### **CLIENTS SATISFACTION**

Clientele satisfaction is the source of our existence. We will exceed customer expectations through continuous improvement of our services and quality.

We will endeavor to provide any additional information which may be deemed relevant to the client.

## **INTEGRITY**

We are just and honest in the way we do our business. We continuously keep our promises. We will conduct ourselves in accordance with established code of ethics.

## **OUR STAFF**

Our staff is the foundation of our excellence and strength. They comprise of competent, experienced, dedicated and committed professionals. We are fully committed to fair and effective recruitment, development, and recognition of our staff. We provide them with training, tools and support in order to achieve service excellence.

## **INNOVATION**

We are committed to embracing new technology in providing quality products through our value chain system, process and services.

## **ENVIRONMENT**

Our workplace and services reflect our value for the environment. We will endeavor to provide safe and conducive clean environment.

## 1.0 OUR SERVICES

- **Construction of residential and commercial buildings**

Arcon is specialized in building of residential and commercial developments.

- ✓ Palm Valley Estate development
- ✓

- **Renovation, repairs and general maintenance works**

We undertake building renovation and repair works. We currently have several running projects for building and maintenance.

- ✓ Ngatataek Secondary School
- ✓

- **Civil and road works**

We are capable of doing road works both tarmac and paved.

- ✓

- **Surveying works**

We have a specialized team of surveyors who are well equipped and very experienced to undertake and offer comprehensive services.

- ✓

## **Environmental Management of our company situation**

These services are aimed at achieving acceptable environmental and sanitation standards.

### **Services offered include;-**

- Provision of bins, drums and garbage bags in strategic positions in offices, compounds or residential camps.
- Upkeep of flowerbeds, hedges and development of new ones as the need arises.
- Development and maintenance of outdoor plants is a well-established tree and flower dressing.
- Pruning, trimming and removal of dangerous trees and/ or tree branches near buildings.
- Lawn mowing and slashing of overgrown grass in and around compounds.
- Cleaning of drainage and filling of potholes to drain away stagnant water.
- Unblocking of sanitary systems and exhaustion of sewage/septic tanks.
- Chemical treatment of pit latrines.
- Landscaping and planned gardening.
- Paper shredding and dumping.
- Collection of litter, garbage and disposal at approved waste dumping sites.
- Sensitization/education on environmental cleanliness and its importance.



## **TOOLS, INFORMATION AND TRAINING**

Quantities for the materials, tools and equipment are provided in accordance with the nature and scope of work.

## **PROTECTIVE GEAR/UNIFORM**

It's mandatory for our workers to wear safety gears at all times whilst performing their duties

Our workers are provided with the following;-

- a] Staff Identification card.
- b] Staff uniform with our name and logo.
- C] Overalls for general workers.
- d] Dustcoats with our corporate colour and logo.
- f] Dust masks, hand gloves and helmets.

## **ACCESS TO INFORMATION**

Information about our organization and its works is available on our website.

## **CONSULTATION AND FEEDBACK**

We conduct regular surveys of the needs and perceptions of our customers, using the feedback system to enhance its services.

## **MEASURE OF SERVICE LEVEL**

The highest level of customer service. We collect data on customer satisfaction level through analyzing our project target, fulfillment and customer reports from time to time.

## **RECRUITMENT PROCESS**

**ARCON CONSTRUCTION COMPANY LIMITED** is an equal opportunity employer. All vacant positions are advertised in the appropriate media.

## **TRAINING**

We endeavor to update our employees with the latest work system and market practices to enable them deliver the best quality services.

## **SUPERVISION PROCESS, SYSTEM, FACILITIES AND RESOURCES**

### **SUPERVISION PROCESS**

The company has an elaborate structure of supervision from the operations manager to construction supervisors on site.

### **SYSTEMS**

The company has site log sheets at every workplace with parameters indicating satisfaction levels of every task allocated.

### **FACILITIES AND RESOURCES**

The data on the log sheets enables management to access performance level of every construction team and site. A stock of all machines and tools is maintained to enable us supply adequately all the required commodities.

### **FREEDOM OF AFFILIATION**

We respect the right of employees to join any legally recognized employee association

## **EMPLOYER'S EXPECTATIONS**

All our staff should respect the corporate values and principals. Our staff are expected to conduct the company`s business with honesty, integrity and professionally.

Employees are to seek advice and direction when requirement of the law or of good business practice appear unclear.

## **CUSTOMER SERVICE**

We strive to provide relevance, timeless and consistency in all its service provision. We regard all our clients, partner companies and public at large as our customers.

## **COURTESY**

Employees will exhibit customer friendly service skills and be knowledgeable, professional and well educated in the service standards of the company.

## **CONFIDENTIALITY**

All information gathered or held regarding the personal or business affairs or our clients will be held on strict confidence.

We do not allow employees to handle unauthorized matters or visit unauthorized areas of work premises.

## **COMMUNICATION**

We can be reached by post, phone, website and e-mail. All correspondence will be responded to in a clear, concise and timely manner. Our response time will be 24hrs from the time of receipt.

## **CONSISTENCY**

The company has implemented and constantly reviewed its policies to ensure highest level of efficiency is consistent to all clients.

## **SUPPORT PARTNERS**

We endeavor to ensure that all our partners are provided with clear and comprehensive information about our services. We welcome any input from our partners to ensure that our services meet the changing needs of the market environment.

## **HANDLING COMPLAINTS**

We seek fair, just and prompt solutions when possible to any complaints and appeals. A formal appeal process is in place for any disputes regarding our construction services.

## **INSURANCE**

### **INDEMNITY**

We undertake to indemnify the client, its servants and workmen against loss of property, or bodily harm.

ARCON CONSTRUCTION COMPANY LIMITED is adequately insured against any losses of property, body injury to clients and it's or staff Sustained by them for any reason of any act of negligence by our workers or other personnel of the firm whilst performing their duties within the scope of their employment.

### **OBSERVANCE OF STATUTORY PROVISIONS**

We abide by all the relevant legislation and other statutory requirement affecting the rendering of our construction services.

ARCON CONSTRUCTION COMPANY LIMITED is registered with statutory bodies enforced by law e.g.

- a] KRA for income and VAT takes.
- b] NSSF for employee employment benefits.
- c] NHIF for employee medical cover.
- d] Trade licenses from local authorities.

## **MANAGEMENT POLICIES**

### **EMPLOYMENT INTEGRITY**

We ensure that all employees have the highest level of integrity. Our selection of most suitable candidates is based on genuine qualifications and experience. We conduct employee background and must have a valid certificate of good conduct from the criminal Investigations Department.

### **CODE OF GOOD CONDUCT AND ETHICS**

Our corporate values are empathy, originality, honesty and integrity. The values underline how we compete and operate in the competitive market place.

### **ETHICS AND VALUES**

We conduct our business openly with honesty; integrity and trust with respect to human rights. We obey and operate in accordance with the law.

### **COMMUNITY INITIATIVES**

We will support humanitarian initiatives in communities where we conduct business. We will be sensitive to the culture, context and needs of the local communities.

### **WORKPLACE**

We will provide a safe and secure working environment.

We will seek a diverse base of employees and ensure equal opportunity to all qualified individuals in recruitment, promotion and professional development.

## **EMPLOYMENT POLICY**

We strive to be a company that enjoys the pride of its employees by offering an innovative ethical, growth-oriented and challenging workplace.

## **RECRUITMENT, PROMOTION AND DEVELOPMENT OF TALENT**

We recruit and promote staff based on their suitability .We provide ongoing training and development. We have an annual performance appraisal program for our staff.

## **COMMUNICATION**

We consider information sharing and open communication as a key to achieving our goals

## **REMUNERATION**

We remunerate according to the skills, performance and experience of our employees based on local competitive conditions.

We also support our employees in building financial provisions for their retirement in accordance with labor and social security laws and market practice.

## **DIVERSITY**

The diversity of our people is the source of our strength. The different background culture, languages and ideas help us maintain a competitive edge through innovation.

## **DISCRIMINATION**

We do not tolerate discrimination in the workplace based on gender, race, colour, religion, marital status, disability and any other characteristics protected by the applicable law.

## **HARASSMENT**

We do not tolerate any form of harassment be it physical, mental or psychological. Employees are encouraged to report any instance of harassment to their supervisor or HR Manager immediately.

## **FORCED AND CHILD LABOUR**

We are against all forms of forced and compulsory labour. We do not accept employment of children unless permitted by law or under circumstances that protect their welfare.

## **HEALTHY AND ENVIRONMENTAL PROTECTION**

We are committed to protecting the health and safety of its employees and others potentially affected by our services.



## **COMPLETE PROJECTS**

### **○ YEAR 2016-2017: PROPOSED PALM VALLEY ESTATE DEVELOPMENT**

**Client;            Terra Firma Africa**

**Period;           1 year**

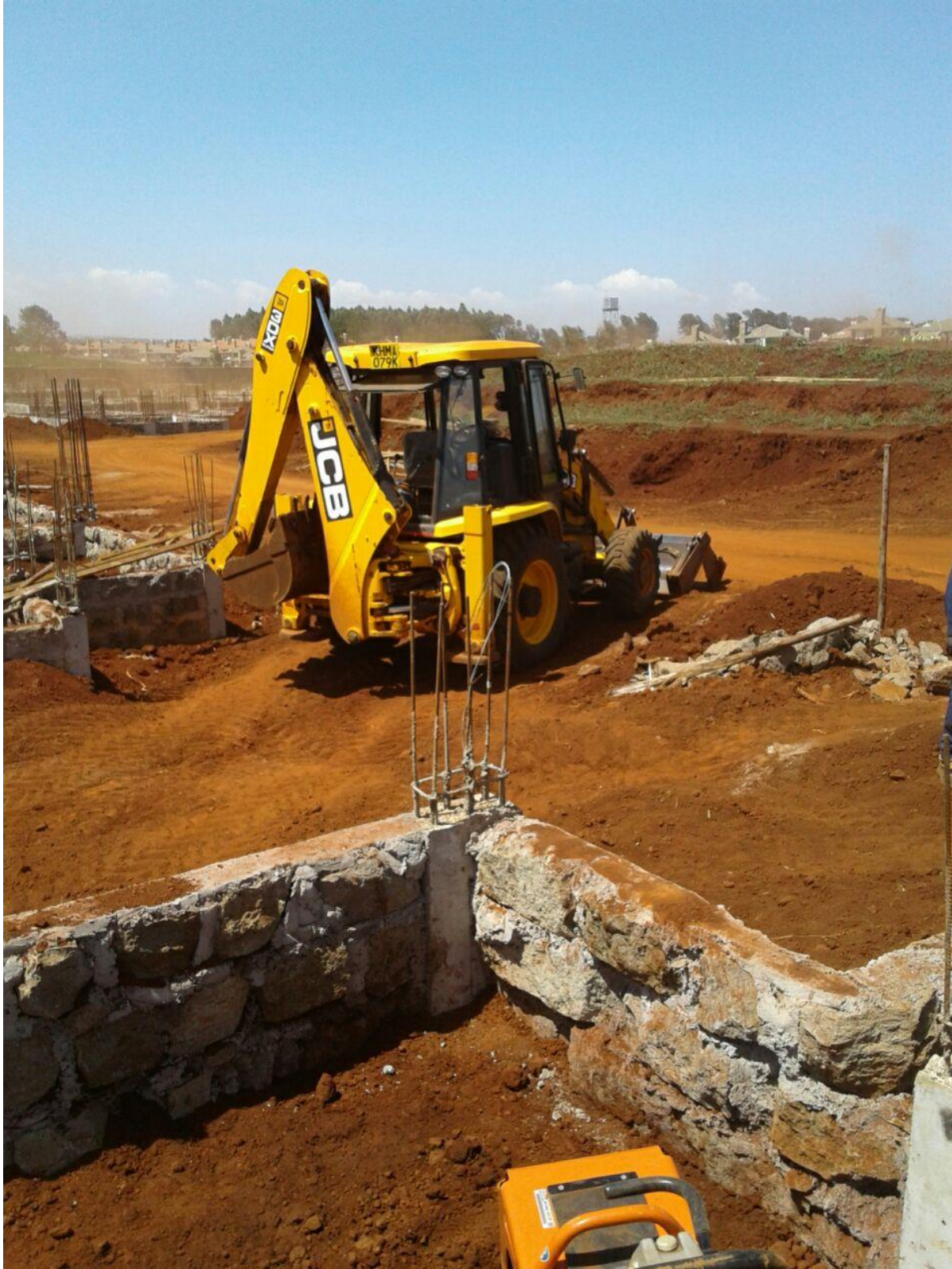
**Palm Valley is a residential development in northern Nairobi. It is an exclusive collection of luxury residences in the heart of Nairobi's most desirable residential estates.**

















## **○ YEAR 2015-2016: WRIGLEY GUM MANUFACTURING**

### **FACILITY**

**Client; Civicon Engineering Africa**

**Period; 6months**

**The Wrigley Company, is an American chewing gum manufacturer, the Machakos-based factory sits on a 20-acre plot on the Nairobi-Machakos road. Our team was part of the Engineering surveys that were done at the initial stages of preparing the land for construction.**

## ○ YEAR 2015-2015: LAKE TURKANA WINDPOWER PROJECT

**Client; Southern Engineering Company Limited**

**The Lake Turkana Wind Power project is located in Loiyangalani District, Marsabit County, Kenya. It comprises of 365 wind turbines, each with a capacity of 850kW, and a high voltage substation that will be connected to the Kenyan national grid through an associated Transmission Line, which is being constructed by the Kenyan Government.**

**We pride ourselves to be part of this major project as the subcontractor doing the area topographical surveys.**



**The President groundbreaking the Lake Turkana wind power project.**



