**SHAMZA CONSULT COMPANY LTD**

**Always there for you**

**P.O.BOX 522-20500 NAROK**

**Tel +254712147124/+254739904901**

**Terms and Conditions of Staffs**

1. Should be above 18 years of age, with a Kenyan ID or Passport, and of sound mind.
2. Should adhere to the set time of office operation, that is, 8:00AM to 5:00PM daily, and any other time, whenever called upon concerning other work-related duties by the company.
3. Shall be paid the set amount on the agreed upon day by the company and only through the bank account, MPESA, Airtel money, or any other electronic means only, by the company.
4. The selected agents shall be fully responsible for taking the job candidates to the work stations and introduce them to the clients.
5. The selected agent shall only be paid the said and agreed upon percentage from the general percentage deducted from the job candidate’s payment. At the moment, it is only 20 percent. Any changes on this shall be communicated in advance.
6. The company’s secretary shall always be ready to answer and make calls on behalf of the company when necessary concerning service delivery.
7. Must adhere to the terms and conditions pertaining their specific job description for efficiency within the company.
8. Shall always respect the company’s privacy, and keep off from either tainting its reputation, or assist in such like practices whatsoever, whether still working with the company or not. Breach to this may lead to a stern action by the company against him/her.
9. Whenever dropped from the company’s staffs, one should return all the documents or items belonging to the company with immediate effect.
10. Should work within the set values, objectives, mission and vision of the company to the latter to help it grow into a prolific global service delivering platform.
11. Should work together as a team, and in case of disputes or misunderstanding, they should always be resolved diplomatically, through the company’s management.Failure to which a stern action shall be taken by the company against him/her.
12. Should only work with, and be submissive to the company at all cost, and not affiliate themselves with other firms with the same service delivery. Breach to this may lead to a stern action by the company against him/her.
13. Must always have the company’s Identification Card on display with his/her name and position in the company, especially while on duty.
14. Should kindly adhere to all other directives to the latter from the company management for efficiency.Failure to which a stern action shall be taken.
15. The company agents shall pay the set non-refundable amount whatsoever as the registration fee.At the moment,it’s ksh 1000 only.Any change on this shall be communicated prior.
16. The company agents shall only work on a relative renewable contract of four months only.