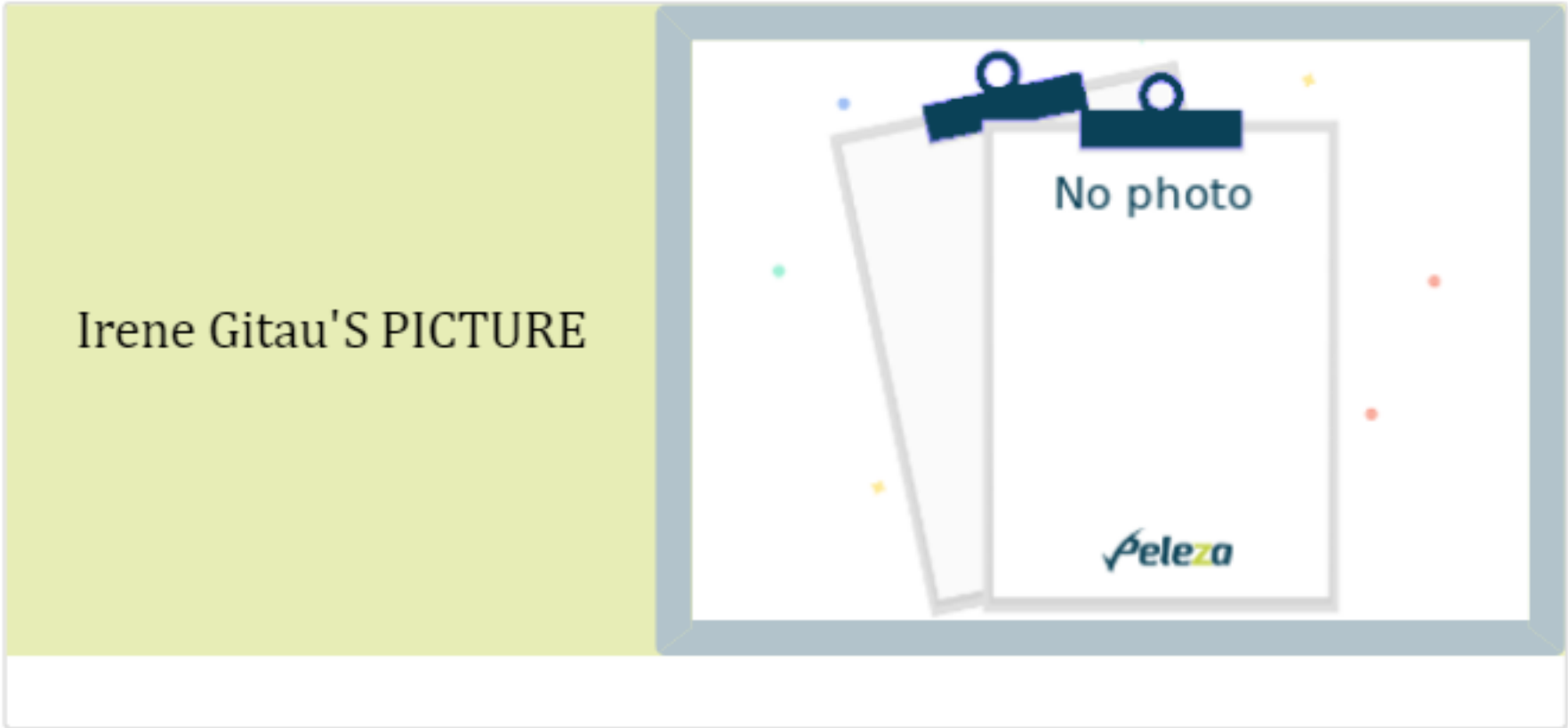


CONFIDENTIAL BACKGROUND
SCREENING REPORT



| | |
|-------------------|-----------------------|
| Candidate's Name | Irene Gitau |
| SOW NO. | 4433 |
| Screening Package | EABL STANDARD PACKAGE |

| | |
|----------------|--------------------------------|
| Report Status | Final Report |
| Position Hired | EABL |
| Reference NO. | EABL- RQ-1664889428963-4JZS |



IDENTITY

| DESCRIPTION | DETAILS VERIFIED |
|-----------------|-------------------|
| Candidate Names | IRENE NJOKI GITAU |
| Identity No. | 28445987 |
| Date of Birth | 10/25/1991 |
| Gender | FEMALE |

COMMENTS

The candidate is a Kenyan citizen and is of legal employment age, her identity details i.e. name, date of birth and I.D No. concur with the records at the registrar of persons as authenticated against the Integrated Population Registration System Database

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EMPLOYMENT

| DESCRIPTION | DETAILS PROVIDED | | DETAILS VERIFIED | | MATCH | NO MATCH |
|-------------------------------|--------------------|-------------------------------|--------------------|-------------------------------|-------|----------|
| IKONIC AGRICULTURAL MACHINERY | Organization | IKONIC AGRICULTURAL MACHINERY | Organization | IKONIC AGRICULTURAL MACHINERY | ✓ | |
| | Years | FEB 2021 - MAR 2021 | Years | FEB 2021 - MAR 2021 | ✓ | |
| | Position | HR CONSULTANT | Position | HR CONSULTANT | ✓ | |
| | Reason for Leaving | NOT PROVIDED BY THE CANDIDATE | Reason for Leaving | SHE LEFT TO PURSUE BUSINESS | | ✓ |

COMMENTS

Ikonik Agricultural Machinery.

Charles Kibiru, the Director, confirmed that Irene Gitau was hired as a HR Consultant from February 2021 to March 2021 on full-time basis and then they had an agreement where she continued supporting on a part time i.e. on call for their payroll processing and other HR queries. She got them a placement starting April 2022 guided the new HR. She then left to pursue business and returned company assigned tools. Charles would rehire Irene and described her as being a great person to work with and highly recommended her.

Duties, roles and responsibilities

- ✓ Set up HR processes
- ✓ Payroll streamlining and PAYE
- ✓ Managed all HR queries from employees and leave management
- ✓ Sales incentives and commissions management.

Level of supervision required

- ✓ Direct.

Contributions to the organization and any outstanding achievements

- ✓ She was instrumental in formulating H.R policies and a working structure for the company.
- ✓ Set up HR processes for the company.

Coping under work pressure and working within deadlines

- ✓ Met work deadlines and was very creative during a stressful situation she enjoyed solving problems.

Relating with others (customers, co-workers, supervisors)

- ✓ Good rapport with employees.

Overall job performance and job knowledge compared to others in the job

- ✓ Great work ethic.

Any promotions

- ✓ N/A; the position was on a consultation basis.

Candidate's strengths

- ✓ Creative.
- ✓ Problem solving skills.
- ✓ HR knowledge.

Areas of improvement

- ✓ Charles would have liked to see her add in Tax knowledge that could elevate her to greater heights as well.

Description of the candidate in relation to:

| | |
|--|-----------|
| Trustworthiness | Very good |
| Dependability/ reliability | Very good |
| Taking Initiative | Very good |
| Communication skills (Verbal/ written) | Very good |
| Time management | Very good |
| Ability to make sound and timely decisions | Very good |
| Adaptability to change | Very good |
| Professionalism | Very good |

Any disciplinary cases

- ✓ No.

Any engagement in misconduct resulting in financial losses to the organization

- ✓ None.

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EMPLOYEMENTTENURE

| EMPLOYEMENT TENURE | | | |
|-------------------------------|--|---|-----------------------------------|
| Company | Position | Period | Reason for Leaving |
| EABL/ DIAGEO | HR ADVISOR/ REWARD SPECIALIST, BENEFITS ADVISOR, HR LEAD ADVISOR, HR ADVISOR | MAR 2022 - TO DATE, JUN 2018 - FEB 2020, JUL 2017 - JUN 2018, AUG 2014 - JUN 2018 | CURRENTLY EMPLOYED AT THE COMPANY |
| IKONIC AGRICULTURAL MACHINERY | HR CONSULTANT | FEB 2021 - MAR 2021 | SHE LEFT TO PURSUE BUSINESS |
| DELOITTE | ACCOUNTS ASSISTANT, TAX & LEGAL DEPARTMENT - BUSIESS PROCESS SOLUTIONS | 1 MAR 2020 - 31 JAN 2021 | SHE RESIGNED |

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CREDIT INFORMATIONCHECK

| DESCRIPTION | COMMENTS | | | |
|----------------------------|--|--------------|----------------|---------------|
| Credit Report | 2 open loan accounts 32 closed loan accounts. | | | |
| Open loan accounts | | | | |
| Institution | Type of Loan | Total Amount | Balance Amount | Amount & Days |
| FULIZA M-PESA | OVERDRAFT | KES. 394 | KES 394 | KES 0 |
| CO-OPERATIVE BANK OF KENYA | MOBILE BANKING LOAN | KES. 27,000 | KES 27,000 | KES 0 |
| Closed loan accounts | | | | |
| Institution | Type of Loan | Total Amount | Balance Amount | Amount & Days |
| CO-OPERATIVE BANK OF KENYA | MOBILE BANKING LOAN | KES. 21,200 | KES 0 | KES 0 |
| CO-OPERATIVE BANK OF KENYA | MOBILE BANKING LOAN | KES. 17,000 | KES 0 | KES 0 |
| MSHWARI | MOBILE BANKING LOAN | KES. 1,000 | KES 0 | KES 0 |
| MSHWARI | MOBILE BANKING LOAN | KES. 1,000 | KES 0 | KES 0 |
| MSHWARI | MOBILE BANKING LOAN | KES. 1,000 | KES 0 | KES 0 |
| TALA | MOBILE BANKING LOAN | KES. 3,000 | KES 0 | KES 0 |
| TALA | MOBILE BANKING LOAN | KES. 3,000 | KES 0 | KES 0 |
| MSHWARI | MOBILE BANKING LOAN | KES. 2,000 | KES 0 | KES 0 |
| MSHWARI | MOBILE BANKING LOAN | KES. 2,000 | KES 0 | KES 0 |
| MSHWARI | MOBILE BANKING LOAN | KES. 200 | KES 0 | KES 0 |
| MSHWARI | MOBILE BANKING LOAN | KES. 7,000 | KES 0 | KES 0 |
| MSHWARI | MOBILE BANKING LOAN | KES. 7,000 | KES 0 | KES 0 |
| MSHWARI | MOBILE BANKING LOAN | KES. 7,000 | KES 0 | KES 0 |
| MSHWARI | MOBILE BANKING LOAN | KES. 5,000 | KES 0 | KES 0 |
| MSHWARI | MOBILE BANKING LOAN | KES. 7,000 | KES 0 | KES 0 |
| MSHWARI | MOBILE BANKING LOAN | KES. 7,000 | KES 0 | KES 0 |
| MSHWARI | MOBILE BANKING LOAN | KES. 7,000 | KES 0 | KES 0 |
| MSHWARI | MOBILE BANKING LOAN | KES. 7,000 | KES 0 | KES 0 |
| MSHWARI | MOBILE BANKING LOAN | KES. 7,000 | KES 0 | KES 0 |
| MSHWARI | MOBILE BANKING LOAN | KES. 10,000 | KES 0 | KES 0 |
| MSHWARI | MOBILE BANKING LOAN | KES. 10,000 | KES 0 | KES 0 |
| MSHWARI | MOBILE BANKING LOAN | KES. 9,600 | KES 0 | KES 0 |
| FULIZA M-PESA | OVERDRAFT | KES. 507 | KES 0 | KES 0 |
| FULIZA M-PESA | OVERDRAFT | KES. 453 | KES 0 | KES 0 |
| FULIZA M-PESA | OVERDRAFT | KES. 505 | KES 0 | KES 0 |
| FULIZA M-PESA | OVERDRAFT | KES. 394 | KES 0 | KES 0 |
| FULIZA M-PESA | OVERDRAFT | KES. 677 | KES 0 | KES 0 |
| FULIZA M-PESA | OVERDRAFT | KES. 3,340 | KES 0 | KES 0 |
| MSHWARI | MOBILE BANKING LOAN | KES. 7,000 | KES 0 | KES 0 |
| MSHWARI | MOBILE BANKING LOAN | KES. 5,000 | KES 0 | KES 0 |
| MSHWARI | MOBILE BANKING LOAN | KES. 7,000 | KES 0 | KES 0 |

COMMENTS

As of 7th October 2022, Irene Njoki Gitau has 2 open loan accounts; a Mobile Banking Loan from Co-operative Bank of Kenya and a Fuliza M-Pesa Overdraft; with a principal amount of **KES 27,394**. She is currently servicing the loan with installment amount sum of **KES 9,394**; having worst arrears last 12 months of **62 days**, hence a total loan balance of **KES 27,394**.

Irene Njoki Gitau also has 32 closed loan accounts amounting to **KES 173,874** which were fully serviced as stipulated above.

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SOCIAL MEDIA

| DESCRIPTION | ADVERSE STATUS | SOCIAL MEDIA HANDLE |
|---------------|--------------------------|--|
| TWITTER | NO ADVERSE MENTION FOUND | HTTPS://TWITTER.COM/ RENEE_GITAU |
| FACEBOOK | NO ADVERSE MENTION FOUND | HTTPS://WWW.FACEBOOK.COM/RENEE.GITAU?D=%7B%22U%22%3A100084900161378%2C%22F%22%3A20779925924538 |
| LINKEDIN | NO ADVERSE MENTION FOUND | HTTPS://WWW.LINKEDIN.COM/IN/NJOKIGITAU/ |
| GOOGLE SEARCH | NO ADVERSE MENTION FOUND | N/A |

FACEBOOK Photographic Evidence

FACEBOOK Comments

Following a thorough search using names, phone number and email address, Irene Njoki Gitau's Facebook account has no record of adverse information.

GOOGLE SEARCH Photographic Evidence

GOOGLE SEARCH Comments

Following a thorough search using names, phone number and email address, Irene Njoki Gitau's Google search has no record of adverse information.

EMPLOYMENT

| DESCRIPTION | DETAILS PROVIDED | | DETAILS VERIFIED | | MATCH | NO MATCH |
|---------------------|--------------------|---|--------------------|---|-------|----------|
| | Organization | EABL/ DIAGEO | Organization | EABL/ DIAGEO | ✓ | |
| | Years | MAR 2022, JUL 2018 – FEB 2020, JUL 2017- JUNE 2018, AUG 2014 - JUN 2017 | Years | MAR 2022 - TO DATE, JUN 2018 - FEB 2020, JUL 2017 - JUN 2018, AUG 2014 - JUN 2018 | ✓ | |
| EABL/ DIAGEO | Position | HR ADVISOR & REWARD SPECIALIST, BENEFITS ADVISOR, HR LEAD ADVISOR, HR ADVISOR | Position | HR ADVISOR/ REWARD SPECIALIST, BENEFITS ADVISOR, HR LEAD ADVISOR, HR ADVISOR | ✓ | |
| | Reason for Leaving | CURRENTLY EMPLOYED AT THE COMPANY | Reason for Leaving | CURRENTLY EMPLOYED AT THE COMPANY | ✓ | |

COMMENTS

EABL/ Diageo.

Nathan Mutuku, the HR Customer Experience Lead Advisor – Africa, confirmed that Irene Gitau was hired as a HR Advisor/ Reward Specialist from March 2022 to date, a Benefits Advisor from June 2018 to February 2020, a HR Lead Advisor from July 2017 to June 2018 and HR Advisor from August 2014 to June 2018.

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GAP IDENTIFICATIONAND ANALYSIS

| Name | From | To | Comments |
|------------------|----------|----------|--|
| EMPLOYMENT GAP 1 | MAR 2021 | MAR 2022 | <div>Irene Gitau confirmed that between March 2021 when she left Ikonic Agricultural Machinery and March 2022 when she joined EABL, she continued to support Ikonic with HR i.e. their payroll but not in a full term capacity.</div> <div>She also ventured into business, started her own Lighting and Electricals under the name Xleum Lighting. She was running her business for that period until joining EABL in March 2022.</div> |

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TWITTER Photographic Evidence

TWITTER Comments

Following a thorough search using names, phone number and email address, Irene Njoki Gitau's Twitter account has no record of adverse information.

EDUCATION

| DESCRIPTION | | DETAILS PROVIDED | DETAILS VERIFIED | MATCH | NO MATCH |
|-------------------|------------------|---------------------------------------|---------------------------------------|-------|----------|
| HIGHEST EDUCATION | Institution Name | CATHOLIC UNIVERSITY OF EASTERN AFRICA | CATHOLIC UNIVERSITY OF EASTERN AFRICA | ✓ | |
| | Years | 4 OCTOBER 2013 | 04/October/2013 | ✓ | |
| | Course | BACHELOR OF COMMERCE | BACHELOR OF COMMERCE | ✓ | |
| | Specialization | HUMAN RESOURCE MANAGEMENT OPTION | HUMAN RESOURCE MANAGEMENT OPTION | ✓ | |
| | Awards | SECOND CLASS HONOURS, LOWER DIVISION | SECOND CLASS HONOURS (LOWER DIVISION) | ✓ | |

COMMENTS

The Office of the Acadmeic Registrar, confirmed that Irene Njoki Gitau graduated with a Bachelor of Commerce (Human Resource Management Option) and was awarded Second Class Honours, Upper Division during a graduation ceremony held on 4th October 2013. The certificate provided is authentic as confirmed on 12th October 2022.

| DESCRIPTION | | DETAILS PROVIDED | DETAILS VERIFIED | MATCH | NO MATCH |
|-------------------|------------------|---------------------------------------|---------------------------------------|-------|----------|
| HIGHEST EDUCATION | Institution Name | CATHOLIC UNIVERSITY OF EASTERN AFRICA | CATHOLIC UNIVERSITY OF EASTERN AFRICA | ✓ | |
| | Years | 7 OCTOBER 2011 | 07/October/2011 | ✓ | |
| | Course | DIPLOMA IN BUSINESS MANAGEMENT | DIPLOMA IN BUSINESS MANAGEMENT | ✓ | |
| | Specialization | BUSINESS MANAGEMENT | BUSINESS MANAGEMENT | ✓ | |
| | Awards | PASS | PASS | ✓ | |

COMMENTS

The Office of the Academic Registrar, confirmed that Gitau Irene Njoki graduated with a Diploma in Business Management and was awarded a Pass during a graduation ceremony held on 7th October 2011. The certificate provided is authentic as confirmed on 13th October 2022.

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PROFESSIONAL QUALIFICATION

| DESCRIPTION | BODY | REGISTRATION DATE | MEMBERSHIP NUMBER | STATUS | CERTIFICATE |
|-------------------------|---|-------------------|-------------------|--------|-------------|
| Professional Membership | INSTITUTE OF HUMAN RESOURCE MANAGEMENT (IHRM) | 31 MAY 2018 | 08829 | ACTIVE | |

COMMENTS

Catherine Baraza, the Membership Registration Officer, confirmed that Irene Njoki Gitau, member No. 08829 is an Associate Member but is **not in good standing**.

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NATIONAL CRIMINAL DATABASE SEARCH

| NAME | IDENTITY NUMBER | POLICE CLEARANCE REFERENCE NUMBER | STATUS |
|-------------------|-----------------|-----------------------------------|----------------------|
| IRENE NJOKI GITAU | 28445987 | - | NO REPORTED OFFENSES |

COMMENTS

Irene Njoki Gitau of ID Number 28445987 has been searched in the Criminal Records Office database and has no known criminal record or result of Trial as confirmed by the Directorate of Criminal Investigations on 6th October 2022.

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EMPLOYMENT

| DESCRIPTION | DETAILS PROVIDED | | DETAILS VERIFIED | | MATCH | NO MATCH |
|-------------|--------------------|---------------------------------|--------------------|--|-------|----------|
| DELOITTE | Organization | DELOITTE | Organization | DELOITTE | ✓ | |
| | Years | MAR 2020 – JAN 2021 | Years | 1 MAR 2020 - 31 JAN 2021 | ✓ | |
| | Position | ASSOCIATE-PAYROLL, TAX AND ESOP | Position | ACCOUNTS ASSISTANT, TAX & LEGAL DEPARTMENT - BUSIESS PROCESS SOLUTIONS | ✓ | |
| | Reason for Leaving | NOT PROVIDED BY THE CANDIDATE | Reason for Leaving | SHE RESIGNED | | ✓ |

COMMENTS

Deloitte.

Victoria Mwaura, the HR Associate, confirmed that Irene Gitau was employed from 1st March 2020 to 31st January 2021 when she resigned. At the time of leaving, she held the position of Accounts Assistant, Tax & Legal Department – Business Process Solutions.

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LINKEDINPhotographic Evidence

LINKEDINComments

Following a thorough search using names, phone number and email address, Irene Njoki Gitau's LinkedIn profile has no record of adverse information.