



Working At Bluechip Technologies

Document Control

This section details the initial review, approval, and ongoing revision history of the policy. Post initial review the standard will be presented to the Management recommending the formal BCT policy consultation and approval process commence.

A review of this standard will be managed by the Quality Assurance process manager on an annual basis.

This document was designed and created by internal consultants in consultation with internal key technical subject matter experts.

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Distribution List

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1. GENERAL POLICIES

1.1 Introduction

This Handbook is designed to provide an overview of the employment policies, procedures and benefits for all employees at Bluechip Technologies Limited. The contents of this handbook and the policies and procedures described in it are presented as a matter of information and general guidance only.

This handbook is intended to provide guidelines for all employees of the Company. The handbook does not create a contract between the Company and any of its employees. No policies in the handbook or any oral interpretation of the policies and procedures create an express or implied contract of employment between the Company and employees regarding length of service, wages, hours, procedures, policies, benefits, or any terms or conditions of employment.

The Company may change any portion of this Handbook at any time, with or without notice.

1.2 Workplace Violence

Bluechip Technologies Ltd seeks to maintain a safe, healthy, and secure work environment. The goal is to create a workplace free from:

- Violence
- Threats of violence
- Harassment (refer to harassment policy below)
- Theft
- Drug Abuse
- Intimidation and
- Other disruptive behavior.

The penalty of such act is two weeks or one-month suspension and including termination depending on the extent of the action.

2. EMPLOYMENT POLICIES

2.1 Hiring Process

Bluechip Technologies Ltd. offers a wide range of job opportunities:

Recruitment & Selection:

- Departmental heads send a mail to the HR for request to fill a vacant position and the HR gets approval from the Board of directors.
- HR communicates vacant position across all units. Where the required skill is not available, advertise via social media (advertising can be from the HR, a director or unit head).
- For fresh graduates, there is a qualification test and for experienced hands, direct interview.

Pre-Employment Test

This is done to ascertain if the employee is fit to work with the organization or not. To achieve this, the following procedures have been put in place:

- Will complete a pre-employment testing consent form authorizing the Medical Review Officer from the laboratory to review his/her result with the company before commencing for the test
- Go for the pre-employment test
- Were result appears to be positive, candidate will be disqualified of the position and
- If negative, candidate will be given the offer

Appointments:

- Appointments are made by letter from the Human Resources Office upon the recommendation of the head of the hiring department.
- All new employees must have a completed, signed employment record on file, all relevant copies of credentials must be submitted and originals for sightseeing.
- Depending on the opportunities the company retains, employees are subject to posting to various sites in accordance to their relevant work experience and expertise. In effect, employees can be referred to any part of the country or outside of the country depending on the job locations.

2.2 INDUCTION/ONBOARDING

The induction process called The Welcome Program aims to provide new employees with a clear understanding of their role, giving the support and training required for each new individual resulting in an increase in commitment, satisfaction, loyalty, and performance.

As the first time that an employee has worked for or is joining the Company, a short general introduction of the company will be done to help the new employee:

- to understand the values of the Company
- to understand their rights and responsibilities the employee
- to integrate into the team
- to represent the company

during this period employees will be given the room to ask questions so that the Company will know if there is need for more detailed training or not.

For each new employee, the induction program will take place in 2 stages:

- A departmental induction
- New employees are invited to an additional separate induction which is run once a year to all employees during team bonding activity.

2.3 PROBATIONARY PERIOD

The first six months of your employment in the Company is referred to as probationary period. Employees are expected to use this time to ask questions from their supervisor regarding their job duties and to request feedback regarding performance.

Supervisor will typically review performance with the staff upon completion of probationary period.

During the first six months of employment, you are not eligible for vacation aside sick leave of serious case or otherwise required by law.

After the six months probationary period, employees will undergo performance appraisal which will determine if the employee will retain his or her position. It is strictly based on performance.

Note:

- The appraisal is not a proof for immediate increment or promotion.
- Increment of salary comes up once a year after appraisal and it is strictly performance driven and as agreed by the board of directors.

Extended Probationary Period

- Periods may be extended for up to 3 additional months for performance reasons.
- The reasons for the extensions must be documented and retained on employee file.
- Supervisors must approve extensions of the probationary period for performance reasons.
- The documented information for extending the probationary period must be communicated to the employee and the expected level of performance.
- The total probationary period would not exceed 9 months
- Employees on probation are not entitled to any leave.
- The supervisor should establish performance expectations for each new employee within the first 30days of employment.

Performance Feedback and Documentation

It is strongly recommended that supervisors evaluate new employees' performance frequently during the probationary period and provide them with feedback.

- A performance evaluation form should be provided to each employee during this period. This form is used to rate the total performance of the employee to know whether she is suited for the job and if further training is required to achieve set goals.
- An employee's overall performance must be rated by the Human Resources office for further decisions.
- The supervisor will notify the employee in writing when the 6-month probationary period has been completed satisfactorily. On the contrary, the employee receives an extension letter or may be asked to leave.

2.4 EMPLOYMENT CATEGORIES

Time Status

Full-time - all employees who work at least 40 hours per week for 12 months per year.

Casual Regular - employees who have regular assignments but work less than 20 hours per week. These are positions that are not benefits eligible.

Temporary (Contract) Employees - Employees who work for the Company on and as-needed basis and who perform specific assignments. These positions are not benefits eligible.

time use will apply. Progressive disciplinary action will be applied if dress code violations continue.

2.5. TRAVEL POLICIES

Travel Advances

All travel advances are made one week or few days before the trip depending on the urgency. In this case, the admin manager:

- gets estimate for air ticket, feeding, accommodations and in-town transportation
- Send a memo to the appropriate director for approval
- Forward to the finance department to credit required staff account once approved
- And ensure necessary receipts including hotel reservation, flight ticket, feeding are presented upon arrival.

Travel Reimbursement

The Company will reimburse any employee for all reasonable expenses incurred while on a trip or an unplanned trip for Company business approved by the appropriate administrative officer to whom she or he reports. The following provisions apply:

- Reimbursable expenses include transportation, meals, and lodging. Some examples of expenses not considered reimbursable are: laundry, cleaning and pressing, personal telephone calls and personal entertainment.
- Original hotel, travel, and other receipts must be attached to the Travel Expense Report to support reimbursable expenses. Airline tickets should be included for any air travel reimbursements.
- The administrative manager is responsible for authorizing and approving travel expenses. The Travel Expense Report must be so approved before final settlement of expenses.
- Travel expenses not referred to above should be described briefly in the Travel Expense Report. Where necessary, other statements or explanations may be attached to the Travel Expense Report.

2.7 PAYROLLS

It is the policy of the Company to pay employees by direct deposit on a regular basis and in a manner so that the amount, method, and timing of wage payments comply with any applicable laws or regulations.

Comment:

- (1) Employees normally will be paid on the last day of the month. If the regular payday occurs on a Saturday, Sunday, or a holiday, employees will be paid on the last working day before the regular payday.
- (2) The only deductions made on employee monthly pay are the pension deductions, security deposit and loan for only employees who subscribed to staff loan. No other deductions will be made unless required by the employee. Employees may elect to have additional voluntary deductions taken from their pay only if they authorize the deductions in writing.
- (3) Employees who discover a mistake in their pay should notify the Personnel Department immediately in order to resolve the error promptly.
- (4) A timesheet app has been designed for employees as they resume work daily. Employees are requested to automate the timesheet on their phones appropriately and receive a premium pay of N10,000 on a monthly basis.

Note:

Site allowance has been planned to support daily expense incur on site:

1. Daily site allowance is N500
2. Weekends and public holidays have a fixed rate of N2,500.

This is strictly based on approval that must be lodged via email by the employee, approved by the supervisor with management and HR in copy. And its not applicable during telecommuting.

- (5) **REMUNERATION CONFIDENTIALITY:** Your employment contract is between you and the organization; thus, details therein must remain between the both parties. Any evidence of divulgence of information emanating from any Staff (Either willingly or by error) is punishable by outright dismissal.

Employees are advised to this effect to discuss any questions or concerns regarding their rate of pay and other compensation issues strictly with their departmental head or with the Human Resource Department.

2.8 HOURS OF WORK

Employees are expected to resume work from 8:00am to 5:00pm Monday to Friday, with one-hour unpaid lunch breaks which starts from 12.30pm, amounting to 8 hours per day and 40 hours per week.

It is worthwhile to state that; 30mins after lunch hour will be deducted from employee's monthly salary. Hence, all outings be it, bank, hospital, post office, name it, must be achieved within the lunch hour.

Employees should therefore endeavour to write the personnel department if there is a reason to stay more than the normal lunch period.

2.9 JOB POSTINGS

Job vacancies are typically posted to all staff emails. Postings will indicate if there are employees under consideration within the department in which the vacancy has occurred. Otherwise, it's posted on social media by any member of the board of directors, the HR office, or divisional heads.

Administrative positions typically remain posted for at least two weeks.

Any employee who has worked for the Company for 6 consecutive months or longer is eligible to apply for posted jobs. In filling positions, the Company may consider both internal and outside candidates, and will select the candidate that best suit the position. Employees interested in professional development opportunities may make an appointment to discuss their future career goals with a member of the Human Resources.

2.10 REPORTING OF ABSENCE/TARDINESS

You are expected to be present and on time at the start of your scheduled work period. If you are unable to report to work, or are going to be late for any reason, you must inform your supervisor of this fact no later than the start of the work day and advise your supervisor of the duration of your absence. Unauthorized or excessive absences or lateness may lead to appropriate corrective action, including dismissal.

An employee who fails to report to work as scheduled for three days without providing proper notice to his or her supervisor may be considered to have voluntarily terminated his or her employment.

If you have been absent for more than five consecutive days due to illness, accident, or surgery, or at other times at their discretion the Company reserves the right to require you to submit a doctor's statement or other medical evidence indicating your degree of fitness and your ability to resume the full duties of your job.

2.11 TERMINATIONS

Termination of employment falls under the following categories:

A. Voluntary

A letter of resignation from employee to supervisor is appropriate for voluntary termination. It is customary for employee to give at least 30 days or one month's notice. This is to enable the employee to enjoy his termination benefits and ensure appropriate handover.

B. Involuntary

Involuntary termination occurs if the Company initiates an employee's termination. This can occur without advance notice, for serious reason. Some of the reasons for involuntary termination are: insubordination, falsification of employment records, unsatisfactory job performance, unacceptable workplace conduct, absenteeism, theft, dishonesty, mistreatment or disrespect toward other employees, visitors, and/or violation of any Company policies or rules. Involuntary termination could also affect the company because the employee is entitled to his/her termination benefits.

2.12 EXIT INTERVIEW

Employees terminating employment should schedule a benefits/employment exit interview with the Human Resources Office. The employee should inform the HR Office at least 2 weeks in advance of his last day of work to obtain his benefits.

2.13 PERSONNEL RECORDS

An employee may review or obtain a copy of their personnel file by submitting a written request to the Human Resources Office. The Human Resources Office will schedule an appointment during normal business hours for the employee to review the personnel file, in the presence of a Human Resources Representative, or will provide a copy of the employee's personnel file, within five (5) business days of the receipt of the employee's request.

Employees (old and new alike) are also expected to update their records on the HR portal including birth certificate, academic certificate, and other relevant certificates.

3. LEAVES OF ABSENCE

3.1 MATERNITY LEAVE

Pregnant women are entitled to 12-week Maternity Leave with full pay monthly in accordance with the company's payroll system, beginning not later than 4 weeks from the expected date of delivery. A Medical Certificate, indicating the Expected Date of Delivery (EDD) must be presented not less than two months before that date. The annual leave for that year will, however, not be granted unless for health cases.

3.1.2 TERMINAL LEAVE

unconfirmed employees are not entitled to terminal leave. Terminal leave for confirmed employees is prorated per the period spent with the organization. For example, in a case where an employee worked for three months before his/her resignation, it is prorated as:

$$\frac{3 \text{ months}}{12 \text{ months} \times 20 \text{ working days}} - \text{No of leave days taken}$$

Staff are expected to take note of this when putting in for their terminal leave.

3.2.3 RESIGNATION AFTER MATERNITY LEAVE

Immediate resignation after maternity is highly prohibited. Staff who just resume from maternity leave cannot resign unless after working six (6) months with the company. Employees who wish to resign after maternity is expected to return back all the benefits accrued to her during the three (3) months maternity period; except requested by the company who also is expected to pay the staff that month salary in lieu of the resignation.

All necessary documents for maternity leave including:

- I. Maternity leave form
- II. Maternity Resignation agreement form

Must be duly completed and filed with the Human Resource Department. Failure to accept maternity resignation agreement, will lead to no entitlement of any maternity leave benefit.

Male Employees are entitled to 3 days paternity leave.

3.2 ANNUAL LEAVE

Employees will be entitled to 20 working days' vacation per vacation year, according to the Company's Annual Vacation Policy. Vacations are to be taken at such time or times as are mutually convenient to employees and the Company (i.e. between January and November). Please note that no leave in December and no carryover of unused leave.

To help guide you on your leave entitlement per annum, kindly see breakdown below:

$$4 \text{ quarters} = \frac{20 \text{ working days}}{4}$$

This implies that in 1 quarter, you are entitled to 5 working days. But if a staff has not gone on leave for 6 months stretch, the staff can commence for 10 days leave and must be discussed and agreed by the divisional head or supervisor. But no employee can commence on 20 days annual leave at a stretch.

The employee must have completed one year of continuous service and be confirmed in order to request such a leave. Failure to return when leave expires will be considered automatic voluntary resignation from employment.

The leave application must be lodged on the HR portal and approved by the unit head with a detailed handover note before he/she can proceed with the leave.

3.3 SMALL NECESSITIES LEAVE OF ABSENCE (SNLA)/COMPASSIONATE LEAVE

Definition:

While the process of considering, approving, and managing an employee's leave involves documentation and adherence to rules, the organization bear in mind the employee's personal challenges and feelings, and communicate with him or her with sensitivity and compassion which is the basis for compassionate Leave. In order to ensure work health balance, the company has designed a 48 hours period to cater for this need to eligible employees:

A) Participating in school activities directly related to the educational advancement of a child of the employee, such as parent-teacher conferences or interviewing for a new school.

B) Medical attention of children, parents or related family members as defined by law.

Eligibility:

Employees are eligible for compassionate leave if they have completed twelve (12) months of service prior to commencement of leave, worked at least in the twelve (12) months and have not taken forty-eight (48) hours of small necessities leave in the twelve (12) months period.

Eligible employees must make requests for small necessities leave to their supervisors at least seven (7) days in advance of the foreseeable events and as soon as possible for unforeseeable events. Upon resumption, the employee will be reinstated to the same position so long as the leave did not exceed forty-eight (48) hours.

3.4 FAMILY AND MEDICAL LEAVES

Family and Medical Leave is a leave authorized by the federal Family and Medical Leave Act (FMLA). Certain leaves for members of the staff and their families are outlined above (See annual leave and small necessity leave of absence). In most cases, FMLA with the SNLA run concurrently with each other, including leave due to work-related illness or injury, and with Family Temporary Disability Leave (FTD). Eligible employees are assured up to 12 weeks unpaid leave during a rolling 12-month period that begins on the verified FMLA start date. **"Assured" means the department cannot refuse the leave when any one of the following situations is appropriately verified:**

- The placement of a child with the employee for adoption or foster care.
Limitations: Leave for placement of a child for adoption or foster care should generally be taken in blocks of time (two weeks minimum) and must be concluded within the first 1 month after the placement.
- The serious health condition of a spouse, parent or child that requires the employee's absence from work to care for the ill family member

Procedure for filling a Family and Medical leave:

To file for family and medical leave, the following must be documented in the staff file:

- Check for eligibility – employee must have worked for 1 year for the company before such leave can be granted (refer to employee contract of employment).
- Employees are expected to provide 30 days advance notice to their manager when the need for leave is foreseeable (i.e., anticipated date of adoption or planned medical treatment)
- The employee must provide certification from a health care provider that he/she, the child, parent or spouse has a serious health condition, the condition's expected duration, and the need for the employee to attend to the family member
- Ensure a proper handover process and documentation is done
- Finally, apply for the leave on the HR portal for approval.

Note:

1. 12 weeks (3months) of leave is not guaranteed. The maximum duration of leave will be determined based on the particular circumstances of the situation, including the operational needs of the department, the number of times extensions of leave have been previously granted, and any disability accommodation leave that may have been granted.
2. If an employee is unable to return to work at the end of the 12 weeks (3months) approved family and medical leave, the employee's position will be made vacant (otherwise terminated).

Exceptions:

If a proposed leave will result in a total period of absence exceeding 3months, prior approval is required from the Human Resources Office and in concurrence with the CEO. Requests for exceptions must be submitted in writing to the Human Resources Office. Such exceptions are likely to be approved only in limited circumstances.

4. EMPLOYEE RELATIONS

4.1 OPEN DOOR POLICY

The Company believes that employees should be an organization's most important resource. Because Bluechip Technologies believes in team effort and an open atmosphere, it encourages an employee to meet and discuss suggestions, problems or concerns with unit heads, supervisors or management.

In most cases, talking with one's supervisor is the most effective way to deal with a problem or suggestion. However, an employee may discuss problems or suggestions with a higher-level manager instead of, or in addition to, their supervisor. Usually, this would be a more senior level person in your area. (Human Resources can assist you in setting up these lines of communication).

4.2 PROBLEM REFERRAL PROCEDURE

The Problem Referral Procedure has been developed to assist employee in resolving serious work-related problems. These are formal procedures which an employee can choose to take, or the employee may seek alternative problem-solving mechanisms.

- Most workplace issues are resolved through direct and clear communication between the two parties. You should discuss such problems with your supervisor, who is the key person in all communications involving your work.
- However, there are times when support or consultation is needed, and employees may choose to address their concerns through a less formal process. You may ask the Human Resources Office for advice and assistance.

5. SALARY ADMINISTRATION POLICY

5.1 VALUING WORK @ BLUECHIP

Valuing Work @ Bluechip Technologies is the name of our comprehensive program of performance management, skills and career development, and compensation for employees at the Company. The program has four integrated pieces: **Role Documentation, Role Classification, Salary Structure and Salary Administration, and Performance Management.** We value everyone who contributes to Bluechip ongoing success and strong future in appropriate and meaningful ways. Underlying elements that are critical to this success are:

- Providing a world-class, IT Solutions that reflect in the quality and diversity of our employees, management and exceptional levels of service to our clients.
- Seeking ways to more effectively deliver services through the use of technology and strong organizational structure and operations.
- Strengthening and maintaining our financial structure through resource development and sound fiscal management

It represents the blueprint and the tools to ensure this success.

Elements of the Program

1. Role Documentation

An important foundation is the understanding and documentation of our roles at work. While specific duties change frequently our roles are designed around some basic purposes and elements. This is what we aim to capture in the role documentation process.

Purposes of Role Documentation

There are 5 important outcomes of role documentation at Bluechip Technologies:

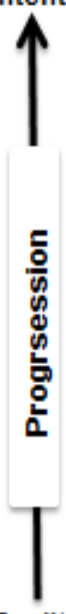
- First, a role document provides a clear statement of accountabilities, skills and expectations for work to be done in various areas of the Company. It provides basic information for the employee and his/her manager.
- Second, role documentation is a key tool in effective performance planning and performance management. The collaborative process between manager and employee

in completing the role document sets the stage for defining expectations of skill and in articulating appropriate goals, as well as evaluating progress.

- Third, the role document details information needed to classify a role into the appropriate level of Bluechip's Role Classification System. The role document asks for information in categories that match closely with the competencies or compensable factors found in the classification model such as Accountability/Responsibility, Communication, and Service to Constituents.
- Fourth, accurate role documentation allows Human Resources to match a role to similar roles in comparable organizations in Bluechip's competitive marketplace. This process ensures Bluechip's ability to maintain competitive rates of pay using salary surveys.
- Finally, the role document serves as a source of recruiting information for Human Resources as well as for candidates in understanding a position.

2. Role Classification, the system of determining levels for employee roles through the description and comparison of these various skills and competencies.

3. Salary Structure and Salary Administration, tools and processes that ensure our pay levels are competitive externally, and our administration of that pay is handled fairly within the Company. Below is the Job Class progression structure for Bluechip Technologies Ltd. As we move up the ladder, the job requirements progressively change from that Quality to Strategic Intents. Tied to these job grades are remuneration packages which are reflective of and commensurate with the job grade requirements. A promotion which is completely linked with Performance Management is the sole basis for moving up the ladder.

Job Class	Job Grade	Strategic Intents
Executive	E3	
	E2	
	E1	
Senior Manager	SM3	
	SM2	
	SM1	
Manager	M3	
	M2	
	M1	
Specialist	S3	
	S2	
	S1	
Analyst	A3	
	A2	
	A1	
	A0	Quality

Job Progression Structure(JBS)

4. Performance Management , the process, tools, and good management required to help each individual and group contribute meaningfully to Bluechip's success and be recognized for that contribution.

Employee Recognition - Everyone wants to be acknowledged for a job well done. Employee recognition is used by managers and supervisors to recognize the positive actions and behaviors of the employees reporting to them.

Bluechip Technologies is committed to the practice of meaningful, timely, and productive performance management for all of its employees. The tools and process developed by the Performance Management design team, as well as the ongoing Performance Management training provided by the Company, will combine to increase the effectiveness of our employees and collective efforts, while truly Valuing Work @ Bluechip Technologies.

Purpose of Performance Management

The Performance Management system at Bluechip Technologies is designed to provide alignment between the Company's mission, constituent needs, and performance expectations. The program:

- Fosters ongoing two-way communication between employees and managers.
- Supports the development of clear, consistent, and measurable goals linked directly to Bluechip's core values and competencies.
- Helps to articulate and support training needs and career development.
- Establishes criteria for making reward and recognition decisions

THE PERFORMANCE MANAGEMENT PROCESS

The aim is to ensure that employee performance on the job is measured periodically to confirm that assigned duties are carried out in an effective and satisfactory manner thereby contributing to the overall business objective. It also aims to provide the basis for granting rewards as well as developing individual and business performance.

- The HR notify every employee when is due for performance review exercise /appraisal
- Staff complete the appraiser form on the HR portal with their the documented JDs and KPIs
- Divisional Heads (DH) log on to appraise staff performance
- Performance outcome per staff is shared to the management team (directors and HR) by the DH for further decisions.
- Management advised the HR on approved decisions
- HR Communicates the decisions in writing to the affected employees which could be next performance goals, training/development needs, promotions and reward (where applicable)

Training

Training needs will be identified during performance management. Bluechip Technologies supports the development of self and others as one of the cornerstones of the Valuing Work @ the Company. As a result, employees are expected to participate in career development activities, which include skills training and/or professional development.

It is the joint responsibility of the employee and manager to ensure that staff are taking advantage of opportunities for continuous learning that apply to their jobs.

6. BENEFITS

This section provides just an overview of some designed benefits. The Company has decided to use health insurance, pensions, tax as its benefit as well as providing staff bus to all staff of the organization.

6.1 HEALTH INSURANCE

Since work health balance is a necessity in every working organization, the company has decided to register with an HMO in order to cater for the employee's health.

Company Contribution:

The Company currently contributes 100% of health plan cost. This is subject to change at any time in the future.

Registration:

Every employee is required to pick up an HMO form from the Human Resources department, fill it and submit upon joining the organization.

It is important to state that for illness that requires 5-7days holiday, employee must submit a Doctor's report from the hospital the employee is using as indicated on the HMO form.

Pensions:

In compliance with the labor law, 8% of employee salary will be deducted monthly as employee contribution and 10% will be contributed by the employer to employee pension account; amounting to 18% minimum wage as required by law.

Tax (P.A.Y.E):

The company currently takes full responsibility of employee Tax. This is also subject to change in the future.

GROUP LIFE INSURANCE:

This caters for: Accidental death, Short-term disability insurance and Long-term disability insurance while working with Bluechip. Bluechip takes 100% payment responsibility.

STAFF LOAN:

Eligibility:

Facility Type:	Staff Cash Advance
Maximum Loan Amount	25% Annual Salary
Monthly Deductions	25% minimum
Tenor	Maximum of 12 months
Repayment	Monthly
Eligibility	6 Months (one year)

Notes

- The company reserves the right to deny or approve the request as the case may be.
- There must be a month notice in lieu of the said advance.
- No Employee who is currently under debt review will qualify for a salary advance.
- The salary advance will not be granted when a disciplinary process has been instituted against the Employee.
- Employee must have a guarantor who must be a member of staff of the organization
- Human Resources (HR) will be required to verify Employee details.
- The accountant will be required to load the deduction on the payroll system in respect of Employees who are granted a salary advance.
- Further staff loan will not be granted on the same year unless previous loan has been fully paid.
- Staff are entitled to this facility only once a year.
- Employees must refund all outstanding on or before resignation.

6.2 STAFF BUS

The Organization has catered for staff bus for every employee in the company in order to ensure increased employee productivity & general well-being, Cost savings and stronger workplace satisfaction as well as corporate identity. The bus has been assigned to route daily as follows:

MORNING

- 6:10am from Cele and waits 10minutes per each bus stop

EVENING

- bus leaves for 9mobile at 4:40pm to pick up staff at 5:30pm
- bus goes to the office (Parkview) and then proceeds to drop staff at various bus stops with Cele being the final stop

However, the pickup time at 9mobile may sometimes be flexible due to client request; still the route must be maintained.

Other Benefits

These are benefits that will be announced over time.

7. VACATION AND HOLIDAY

7.1 VACATION (see annual leave above).

7.2 HOLIDAYS

Bluechip Technologies officially observes a number of holidays throughout the year which is approved by the government. Every employee is entitled to the following holidays:

- New Year's Day
- Id-el Moulud
- Good Friday
- Easter Monday
- Labour Day
- Democracy Day
- Id-el Fitri
- National Day
- Id-el Kabir
- Christmas
- Boxing day

8.0. OTHER POLICIES

8.1. ANTI-HARASSMENT POLICY AND COMPLAINT PROCEDURE (INCLUDES DATING/CONSENSUAL RELATIONSHIP POLICY PROVISION)

Objective

Bluechip strives to create and maintain a work environment in which people are treated with dignity, decency, and respect. The environment of the company should be characterized by mutual trust and the absence of intimidation, oppression, and exploitation. Bluechip will not tolerate unlawful discrimination or harassment of any kind. Through enforcement of this policy and by education of employees, Bluechip will seek to prevent, correct, and discipline behavior that violates this policy.

All employees, regardless of their positions, are covered by and are expected to comply with this policy and to take appropriate measures to ensure that prohibited conduct does not occur. Appropriate disciplinary action will be taken against any employee who

violates this policy. Based on the seriousness of the offense, disciplinary action may include verbal or written reprimand, suspension, or termination of employment.

Managers and supervisors who knowingly allow or tolerate discrimination, harassment, or retaliation, including the failure to immediately report such misconduct to human resources (HR), are in violation of this policy and subject to discipline.

Prohibited Conduct Under This Policy

Bluechip, in compliance with all applicable federal, state, and local anti-discrimination and harassment laws and regulations, enforces this policy in accordance with the following definitions and guidelines:

Discrimination

It is a violation of Bluechip's policy to discriminate in the provision of employment opportunities, benefits or privileges; to create discriminatory work conditions; or to use discriminatory evaluative standards in employment if the basis of that discriminatory treatment is, in whole or in part, the person's race, color, national origin, age, religion, disability status, gender, sexual orientation, gender identity, genetic information or marital status.

Discrimination of this kind may also be strictly prohibited by a variety of federal, state, and local laws, including the application of the Nigerian Labour law article III of the International Labor Organization (Non-discrimination (Employment and Occupation) of 1958. This policy is intended to comply with the prohibitions stated in these anti-discrimination laws.

Discrimination in violation of this policy will be subject to disciplinary measures up to and including termination.

Harassment

Bluechip prohibits harassment of any kind, including sexual harassment, and will take appropriate and immediate action in response to complaints or knowledge of violations of this policy. For purposes of this policy, harassment is any verbal or physical conduct designed to threaten, intimidate, or coerce an employee, co-worker, or any person working for or on behalf of Bluechip.

The following examples of harassment are intended to be guidelines and are not exclusive when determining whether there has been a violation of this policy:

- Verbal harassment includes comments that are offensive or unwelcome regarding a person's national origin, race, color, religion, gender, sexual orientation, age, body, disability or appearance, including epithets, slurs and negative stereotyping.

- Nonverbal harassment includes distribution, display or discussion of any written or graphic material that ridicules, denigrates, insults, belittles or shows hostility, aversion or disrespect toward an individual or group because of national origin, race, color, religion, age, gender, sexual orientation, pregnancy, appearance, disability, sexual identity, marital status or other protected status.

Sexual harassment

Sexual harassment is a form of unlawful employment discrimination under Order 14 Rule 1 (a), (b), (c) and (d) of the NIC Civil Procedure Rules 2017 and is prohibited under Bluechip anti-harassment policy. According to the Equal Employment Act sexual harassment is defined as "unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature ... when ... submission to or rejection of such conduct is used as the basis for employment decisions ... or such conduct has the purpose or effect of ... creating an intimidating, hostile or offensive working environment."

Sexual harassment occurs when unsolicited and unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature:

- Is made explicitly or implicitly a term or condition of employment.
- Is used as a basis for an employment decision.
- Unreasonably interferes with an employee's work performance or creates an intimidating, hostile or otherwise offensive environment.

Sexual harassment may take different forms. The following examples of sexual harassment are intended to be guidelines and are not exclusive when determining whether there has been a violation of this policy:

- Physical conduct of a sexual nature: such as unwanted physical contact, ranging from touching to sexual assault and rape, strip search by or in the presence of the opposite sex, gesture that constitutes the alleged sexual harassment; and/or
- A verbal form of sexual harassment: such as unwelcome innuendoes, suggestions and hints, sexual advances, comments with sexual overtones, sex related jokes or insults, or unwelcome graphic comments about a person's body, unwelcome and inappropriate enquiries about a person's sex life and unwelcome whistling at a person or group of persons, any document, material or exhibit in further support of the claim ; and/or
- A non-verbal form of sexual harassment which includes unwelcome gestures, indecent exposures, and unwelcome display of sexually explicit pictures and objects; and/or
- Quid pro quo harassment where an owner, employer, supervisor, member of management or co-employee undertakes or attempts to influence or influences the process of employment, promotion, training, discipline, dismissal, salary

increments or other benefits of an employee or job applicant in exchange for sexual favors.

Courteous, mutually respectful, pleasant, noncoercive interactions between employees that are appropriate in the workplace and acceptable to and welcomed by both parties are not considered to be harassment, including sexual harassment.

Consensual Romantic or Sexual Relationships

Bluechip strongly discourages romantic or sexual relationships between a manager or other supervisory employee and his or her staff (an employee who reports directly or indirectly to that person) because such relationships tend to create compromising conflicts of interest or the appearance of such conflicts. In addition, such a relationship may give rise to the perception by others that there is favoritism or bias in employment decisions affecting the staff employee. Moreover, given the uneven balance of power within such relationships, consent by the staff member is suspect and may be viewed by others, or at a later date by the staff member, as having been given as the result of coercion or intimidation. The atmosphere created by such appearances of bias, favoritism, intimidation, coercion or exploitation undermines the spirit of trust and mutual respect that is essential to a healthy work environment. If there is such a relationship, the parties need to be aware that one or both may be moved to a different department or other actions may be taken.

Violation of sexual harassment policy will be subject to disciplinary measures up to and including termination.

Retaliation

No hardship, loss, benefit or penalty may be imposed on an employee in response to:

- Filing or responding to a bona fide complaint of discrimination or harassment.
- Appearing as a witness in the investigation of a complaint.
- Serving as an investigator of a complaint.

Lodging a bona fide complaint will in no way be used against the employee or have an adverse impact on the individual's employment status. However, filing groundless or malicious complaints is an abuse of this policy and will be treated as a violation.

Any person who is found to have violated this aspect of the policy will be subject to discipline up to and including termination of employment.

Confidentiality

All complaints and investigations are treated confidentially to the extent possible, and information is disclosed strictly on a need-to-know basis. The identity of the complainant is usually revealed to the parties involved during the investigation, and the HR director will take adequate steps to ensure that the complainant is protected from retaliation during and after the investigation. All information pertaining to a complaint or investigation under this policy will be maintained in secure files within the HR department.

Complaint procedure

Bluechip has established the following procedure for lodging a complaint of harassment, discrimination or retaliation. The company will treat all aspects of the procedure confidentially to the extent reasonably possible.

1. Complaints should be submitted as soon as possible after an incident has occurred, preferably in writing. The HR director may assist the complainant in completing a written statement or, in the event an employee refuses to provide information in writing, the HR director will dictate the verbal complaint.
2. Upon receiving a complaint or being advised by a supervisor or manager that violation of this policy may be occurring, the HR director will notify senior management and review the complaint with the company's legal counsel.
3. The HR director will initiate an investigation to determine whether there is a reasonable basis for believing that the alleged violation of this policy occurred.
4. If necessary, the complainant and the respondent will be separated during the investigation, either through internal transfer or administrative leave.
5. During the investigation, the HR director, together with legal counsel or other management employees, will interview the complainant, the respondent, and any witnesses to determine whether the alleged conduct occurred.
6. Upon conclusion of an investigation, the HR director or other person conducting the investigation will submit a written report of his or her findings to the company. If it is determined that a violation of this policy has occurred, the HR director will recommend appropriate disciplinary action. The appropriate action will depend on the following factors:

- a) the severity, frequency, and pervasiveness of the conduct.
 - b) prior complaints made by the complainant.
 - c) prior complaints made against the respondent; and
 - d) the quality of the evidence (e.g., firsthand knowledge, credible corroboration).
- If the investigation is inconclusive or if it is determined that there has been no violation of policy, but potentially problematic conduct may have occurred, the HR director may recommend appropriate preventive action.

7. Senior management will review the investigative report and any statements submitted by the complainant or respondent, discuss results of the investigation

with the HR director and other management staff as appropriate, and decide what action, if any, will be taken.

8. Once a final decision is made by senior management, the HR director will meet with the complainant and the respondent separately and notify them of the findings of the investigation. If disciplinary action is to be taken, the respondent will be informed of the nature of the discipline and how it will be executed.

Alternative legal remedies

Nothing in this policy may prevent the complainant or the respondent from pursuing formal legal remedies or resolution through local, state, or federal agencies or the courts.

8.2. ENVIRONMENT, HEALTH AND SAFETY POLICY

Bluechip Technologies Limited has a vision to deliver world-class services in Nigeria and beyond. we recognize that excellence in environmental, health, and safety practices in all aspect of our business is essential.

to accomplish this, we are committed to the following objectives:

- identify, assess, and manage the environmental, health and safety risks and impacts of our existing and planned operations.
- set objectives and targets that result in continuous improvement of our environmental, health and safety performance.
- provide the leadership and resources that will enable our workforce to meet improvement objectives and targets.
- require every employee to take personal responsibility towards meeting environmental, health and safety objectives.
- comply with applicable environmental, health and safety laws and regulations.
- recognize that no task is so important that it be performed at the risk of health and safety.
- provide internal standards for our managers and employees where controlling laws and regulations do not exist or are considered insufficient.
- communicate regularly with the communities where we operate to develop and maintain a mutual understanding of goals and expectations.
- promote the conservation of our resources and reduce waste.
- routinely monitor, assess and report on the company's environmental, health and safety performance and our conformity with this policy.

8.3. EMPLOYEE CODE OF CONDUCT

As an employee, you are responsible to behave appropriately at work. We outline our expectations here. We can't cover every single case of conduct, but we trust you to always use your best judgement. Reach out to your manager or HR if you face any issues or have any questions.

Dress code

Our company's official dress code is [*Business/ Business Casual/ Smart Casual/ Casual.*] This includes [*slacks/ loafers/ blouses/ boots.*] However, an employee's position may also inform how they should dress. If you frequently meet with clients or prospects, please conform to a more formal dress code. We expect you to be clean when coming to work and avoid wearing clothes that are unprofessional (e.g. workout clothes.)

As long as you conform with our guidelines above, we don't have specific expectations about what types of clothes or accessories you should wear.

We also respect and permit grooming styles, clothing and accessories that are dictated by religious beliefs, ethnicity or disability.

Cyber security and digital devices

This section deals with all things digital at work. We want to set some guidelines for using computers, phones, our internet connection and social media to ensure security and protect our assets.

Internet usage

Our corporate internet connection is primarily for business. But, you can occasionally use our connection for personal purposes as long as they don't interfere with your job responsibilities. Also, we expect you to temporarily halt personal activities that slow down our internet connection (e.g. uploading photos) if you're asked to.

You must not use our internet connection to:

- Download or upload obscene, offensive or illegal material.
- Send confidential information to unauthorized recipients.
- Invade another person's privacy and gain access to sensitive information.
- Download or upload pirated movies, music, material or software.
- Visit potentially dangerous websites that can compromise our network and computers' safety.
- Perform unauthorized or illegal actions, like hacking, fraud or buying/selling illegal goods.

Cell phone

We allow use of cell phones at work. But, we also want to ensure that your devices won't distract you from your work or disrupt our workplace. We ask you to follow a few simple rules:

- Use your cell phone in a manner that benefits your work (business calls, productivity apps, calendars.)
- Keep personal calls brief and use an empty meeting room or common area so as not to disturb your colleagues.
- Avoid playing games on your phone or texting excessively.
- Don't use your phone for any reason while driving a (company) vehicle.
- Don't use your phone to record confidential information.
- Don't download or upload inappropriate, illegal or obscene material using our corporate internet connection.

Also, you must not use your phone in areas where cell phone use is explicitly prohibited (e.g. laboratories.)

Corporate email

Email is essential to our work. You should use your company email primarily for work, but we allow some uses of your company email for personal reasons.

- **Work-related use.** You can use your corporate email for work-related purposes without limitations. For example, you can sign up for newsletters and online services that will help you in your job or professional growth.
- **Personal use.** You can use your email for personal reasons if you keep it safe and avoid spamming and disclosing confidential information. For example, you can send emails to friends and family and download eBooks, guides and other safe content for your personal use.

Our general expectations

No matter how you use your corporate email, we expect you to avoid:

- Signing up for illegal, unreliable, disreputable or suspect websites and services.
- Sending unauthorized marketing content or emails.
- Registering for a competitor's services, unless authorized.
- Sending insulting or discriminatory messages and content.
- Spamming other people's emails, including your co-workers.

In general, use strong passwords and be vigilant in catching emails that carry malware or phishing attempts. If you are not sure that an email you received is safe, ask our [*Security Specialists.*]

Social media

We want to provide practical advice to prevent careless use of social media in our workplace. We address two types of social media uses: using personal social media at work and representing our company through social media.

Using personal social media at work

You are permitted to access your personal accounts at work. But we expect you to act responsibly, according to our policies and ensure that you stay productive. Specifically, we ask you to:

- **Discipline yourself.** Avoid getting side-tracked by your social platforms.
- **Ensure others know that your personal account or statements don't represent our company.** For example, use a disclaimer such as "opinions are my own."
- **Avoid sharing intellectual property (e.g trademarks) or confidential information.** Ask your manager or PR first before you share company news that's not officially announced.
- **Avoid any defamatory, offensive or derogatory content.** You may violate our company's anti-harassment policy if you direct such content towards colleagues, clients or partners.

Representing our company through social media

If you handle our social media accounts or speak on our company's behalf, we expect you to protect our company's image and reputation. Specifically, you should:

- Be respectful, polite and patient.
- Avoid speaking on matters outside your field of expertise when possible.
- Follow our confidentiality and data protection policies and observe laws governing copyrights, trademarks, plagiarism and fair use.
- Coordinate with our *[PR/Marketing department]* when you're about to share any major-impact content.
- Avoid deleting or ignoring comments for no reason.
- Correct or remove any misleading or false content as quickly as possible.

Conflict of interest

When you are experiencing a conflict of interest, your personal goals are no longer aligned with your responsibilities towards us. For example, owning stocks of one of our competitors is a conflict of interest.

In other cases, you may be faced with an ethical issue. For example, accepting a bribe may benefit you financially, but it is illegal and against our business code of ethics. If we become aware of such behaviour, you will lose your job and may face legal trouble.

For this reason, conflicts of interest are a serious issue for all of us. We expect you to be vigilant to spot circumstances that create conflicts of interest, either to yourself or for your

direct reports. Follow our policies and always act in our company's best interests. Whenever possible, do not let personal or financial interests get in the way of your job. If you are experiencing an ethical dilemma, talk to your manager or HR and we will try to help you resolve it.

Employee relationships

We want to ensure that relationships between employees are appropriate and harmonious. We outline our guidelines and we ask you to always behave professionally.

Fraternization

Fraternization refers to dating or being friends with your colleagues. In this policy, "dating" equals consensual romantic relationships and sexual relations. Non-consensual relationships constitute sexual violence and we prohibit them explicitly. Please refer to sexual harassment policy.

Friendships at work

Employees who work together may naturally form friendships either in or outside of the workplace. We encourage this relationship between peers, as it can help you communicate and collaborate. But we expect you to focus on your work and keep personal disputes outside of our workplace.

Employment of relatives

Everyone in our company should be hired, recognized, or promoted because of their skills, character and work ethic. We would not like to see phenomena of nepotism, favouritism or conflicts of interest, so we will place some restrictions on hiring employees' relatives.

To our company, a "relative" is related by blood or marriage within the third degree to an employee. This includes parents, grandparents, in-laws, spouses or domestic partners, children, grandchildren, siblings, uncles, aunts, nieces, nephews, stepparents, stepchildren and adopted children.

As an employee, you can refer your relatives to work with our company. Here are our only restrictions:

- [You must not be involved in a supervisory/reporting relationship with a relative.]
- [You cannot be transferred, promoted, or hired inside a reporting relationship with a relative.]
- [You cannot be part of a hiring committee, when your relative is interviewed for that position.]

If you become related to a manager or direct report after you both become employed by our company, we may have to [*transfer one of you* or once person would forfeit his/her job for the other]

Workplace Visitors

If you want to invite a visitor to our offices, please ask for permission from our [*HR Manager/ Security Officer/ Office Manager*] first. Also, inform our [*reception/ gate/ front-office*] of your visitor's arrival. Visitors should sign in and show identification. They will receive passes and will be asked to return them to [*reception/ gate/ front-office*] once their visit is complete.

When you have office visitors, you also have responsibilities. You should:

- Always tend to your visitors (especially when they are underage.)
- Keep your visitors away from areas where there are dangerous machines, chemicals, confidential records or sensitive equipment.
- Prevent your visitors from proselytizing your colleagues, gathering donations or requesting participation in activities while on our premises.

Anyone who delivers orders, mail or packages for employees should remain at our building's reception or gate. If you are expecting a delivery, [*front office employees/ security guards*] will notify you so you may collect it.

Solicitation and distribution

Solicitation is any form of requesting money, support or participation for products, groups, organizations or causes which are unrelated to our company (e.g. religious proselytist, asking for petition signatures.) Distribution means disseminating literature or material for commercial or political purposes.

We don't allow solicitation and distribution by non-employees in our workplace. As an employee, you may solicit from your colleagues only when you want to:

- Ask colleagues to help organize events for another employee (e.g. adoption/birth of a child, promotion, retiring.)
- Seek support for a cause, charity or fundraising event sponsored, funded, organized or authorized by our company.
- Invite colleagues to employee activities for an authorized non-business purpose (e.g. recreation, volunteering.)
- Ask colleagues to participate in employment-related activities or groups protected by law (e.g. trade unions.)

In all cases, we ask that you do not disturb or distract colleagues from their work.

8.4. ANTI-BRIBERY POLICY

Purpose

The purpose of this policy is to establish controls to ensure compliance with all applicable anti-bribery and corruption regulations and to ensure that the Company's business is conducted in a socially responsible manner.

Policy statement

Bribery is the offering, promising, giving, accepting, or soliciting of an advantage as an inducement for action which is illegal or a breach of trust. A bribe is an inducement or reward offered, promised, or provided to gain any commercial, contractual, regulatory, or personal advantage. It is our policy to conduct all our business in an honest and ethical manner. We take a zero- tolerance approach to bribery and corruption. We are committed to acting professionally, fairly and with integrity in all our business dealings and relationships wherever we operate and implementing and enforcing effective systems to counter bribery.

We will uphold all laws relevant to countering bribery and corruption in all the jurisdictions in which we operate. However, we remain bound by the laws of Nigeria in respect of our conduct both at home and abroad. Bribery and corruption are punishable for individuals by up to ten years' imprisonment and a fine. If we are found to have taken part in corruption, we could face an unlimited fine, be excluded from tendering for public contracts and face damage to our reputation. We therefore take our legal responsibilities are very seriously.

Scope

Who is covered by the policy?

In this policy, third party means any individual or organization you come into contact with during the course of your work for us, and includes actual and potential clients, customers, suppliers, distributors, business contacts, agents, advisers, and government and public bodies, including their advisors, representatives and officials, politicians and political parties.

This policy applies to all individuals working at all levels and grades, including senior managers, officers, directors, employees (whether permanent, fixed-term or temporary), consultants, contractors, trainees, seconded staff, homeworkers, casual workers and agency staff, volunteers, interns, agents, sponsors, or any other person associated with us, or any of our subsidiaries or their employees, wherever located (collectively referred to as employees in this policy).

This policy covers:

- Bribes.
- Gifts and hospitality.
- Facilitation payments.
- Political contributions.

- Charitable contributions.

Bribes

Employees must not engage in any form of bribery, either directly or through any third party (such as an agent or distributor). Specifically, employees must not bribe a public official – locally, regionally, and globally.

Gifts and hospitality

Employees must not offer or give any gift or hospitality: which could be regarded as illegal or improper, or which violates the recipient's policies; Or to any public employee or government officials or representatives, or politicians or political parties; Or which exceeds NGN36,000 in value for each individual gift or NGN180,000 in value for each hospitality event (not to exceed a total value of NGN360,000 in any financial year), unless approved in writing by the employee's manager.

Employees may not accept any gift or hospitality from our business partners if: it exceeds NGN36,000 in value for each individual gift or NGN180,000 in value for each hospitality event (not to exceed a total of NGN360,000 in any financial year), unless approved in writing by the employee's manager; or it is in cash; or there is any suggestion that a return favour will be expected or implied. Where a manager's approval is required above, if the manager is below Director level then approval must be sought from an appropriate Director. If it is not appropriate to decline the offer of a gift, the gift may be accepted, provided it is then declared to the employee's manager and donated to charity.

We appreciate that the practice of giving business gifts varies between countries and regions and what may be normal and acceptable in one region may not be in another. The test to be applied is whether in all the circumstances the gift or hospitality is reasonable and justifiable. The intention behind the gift should always be considered. Within these parameters, local management may define specific guidelines and policies to reflect local professional and industry standards. Where this policy requires written approval to be given, the Company Secretary shall put in place a process to maintain a register of all such approvals.

Facilitation payments and kickbacks

Facilitation payments are a form of bribery made for the purpose of expediting or facilitating the performance of a public official for a routine governmental action, and not to obtain or retain business or any improper business advantage. Facilitation payments tend to be demanded by low level officials to obtain a level of service which one would normally be entitled to.

Our strict policy is that facilitation payments must not be paid. We recognize, however, that our employees may be faced with situations where there is a risk to the personal security of an employee or his/her family and where a facilitation payment is unavoidable, in which case the following steps must be taken:

- Keep any amount to the minimum.
- Create a record concerning the payment; and
- Report it to your line manager.

In order to achieve our aim of not making any facilitation payments, each business of the Company will keep a record of all payments made, which must be reported to the Company Secretary, in order to evaluate the business risk and to develop a strategy to minimize such payments in the future.

Political Contributions

We do not make donations, whether in cash or kind, in support of any political parties or candidates, as this can be perceived as an attempt to gain an improper business advantage.

Charitable contributions

Charitable support and donations are acceptable (and indeed are encouraged), whether of in-kind services, knowledge, time, or direct financial contributions. However, employees must be careful to ensure that charitable contributions are not used as a scheme to conceal bribery. We only make charitable donations that are legal and ethical under local laws and practices]. No donation must be offered or made without the prior approval of [the compliance manager.

All charitable contributions should be publicly disclosed.

Your responsibilities

You must ensure that you read, understand and comply with this policy. The prevention, detection and reporting of bribery and other forms of corruption are the responsibility of all those working for us or under our control. All employees are required to avoid any activity that might lead to, or suggest, a breach of this policy.

You must notify your manager OR the Company Secretary or the confidential helpline as soon as possible if you believe or suspect that a conflict with or breach of this policy has occurred or may occur in the future. Any employee who breaches this policy will face disciplinary action, which could result in dismissal for gross misconduct. We reserve our right to terminate our contractual relationship with other workers if they breach this policy.

5. Record-keeping

We must keep financial records and have appropriate internal controls in place which will evidence the business reason for making payments to third parties.

You must declare and keep a written record of all hospitality or gifts accepted or offered, which will be subject to managerial review.

You must ensure all expenses claims relating to hospitality, gifts or expenses incurred to third

parties are submitted in accordance with our expenses policy and specifically record the reason for the expenditure.

All accounts, invoices, memoranda and other documents and records relating to dealings with third parties, such as clients, suppliers and business contacts, should be prepared and

maintained with strict accuracy and completeness. No accounts must be kept “off-book” to facilitate or conceal improper payments.

How to raise a concern

You are encouraged to raise concerns about any issue or suspicion of malpractice at the earliest possible stage. If you are unsure whether a particular act constitutes bribery or corruption, or if you have any other queries or concerns, these should be raised with your line manager OR the Company Secretary or through the confidential helpline email address: *whistleblower@bluechiptech.biz*.

What to do if you are a victim of bribery or corruption

It is important that you tell the Company Secretary or the confidential helpline as soon as possible if you are offered a bribe by a third party, are asked to make one, suspect that this may happen in the future, or believe that you are a victim of another form of unlawful activity.

Protection

Employees who refuse to accept or offer a bribe, or those who raise concerns or report another’s wrongdoing, are sometimes worried about possible repercussions. We aim to encourage openness and will support anyone who raises genuine concerns in good faith under this policy, even if they turn out to be mistaken.

We are committed to ensuring no one suffers any detrimental treatment as a result of refusing to take part in bribery or corruption, or because of reporting in good faith their suspicion that an actual or potential bribery or other corruption offence has taken place or may take place in the future. Detrimental treatment includes dismissal, disciplinary action, threats or other unfavourable treatment connected with raising a concern. If you believe that you have suffered any such treatment, you should inform Head, Human Resource immediately. If the matter is not remedied, you should raise it formally using the company’s Grievance Procedure.

Training and communication

Training on this policy forms part of the induction process for all new employees. All existing employees will receive regular, relevant training on how to implement and adhere to this policy. In addition, all employees will be asked to formally accept conformance to this policy on an annual basis. Our zero-tolerance approach to bribery and corruption must be communicated to all suppliers, contractors and business partners at the outset of our business relationship with them and as appropriate thereafter.

Who is responsible for the policy?

The board of directors has overall responsibility for ensuring this policy complies with our legal and ethical obligations, and that all those under our control comply with it. The Company Secretary has primary and day-to-day responsibility for implementing this

policy, and for monitoring its use and effectiveness and dealing with any queries on its interpretation. Management at all levels are responsible for ensuring those reporting to them are made aware of and understand this policy and are given adequate and regular training on it.

Monitoring and review

The Company Secretary will monitor the effectiveness and review the implementation of this policy, regularly considering its suitability, adequacy and effectiveness. Any improvements identified will be made as soon as possible. Internal control systems and procedures will be subject to regular audits to provide assurance that they are effective in countering bribery and corruption.

All employees are responsible for the success of this policy and should ensure they use it to disclose any suspected danger or wrongdoing.

Employees are invited to comment on this policy and suggest ways in which it might be improved. Comments, suggestions and queries should be addressed to the Company Secretary.

This policy does not form part of any employee's contract of employment and it may be amended at any time.

8.5. ISO POLICIES

1. QUALITY POLICY STATEMENT

Bluechip Technologies Limited is committed to the delivery of quality Business Intelligence, Analytics, Applications, Infrastructure, Dell & HP, and Digital Platform Services that consistently meets and exceeds customers' expectations.

We are also committed to satisfy customer and other requirements applicable to our business operations and in line with ISO 9001:2015 standard.

We have established and set measurable objectives at all levels within the organization. All employees and relevant stakeholders are committed to the continual improvement of the quality management system.

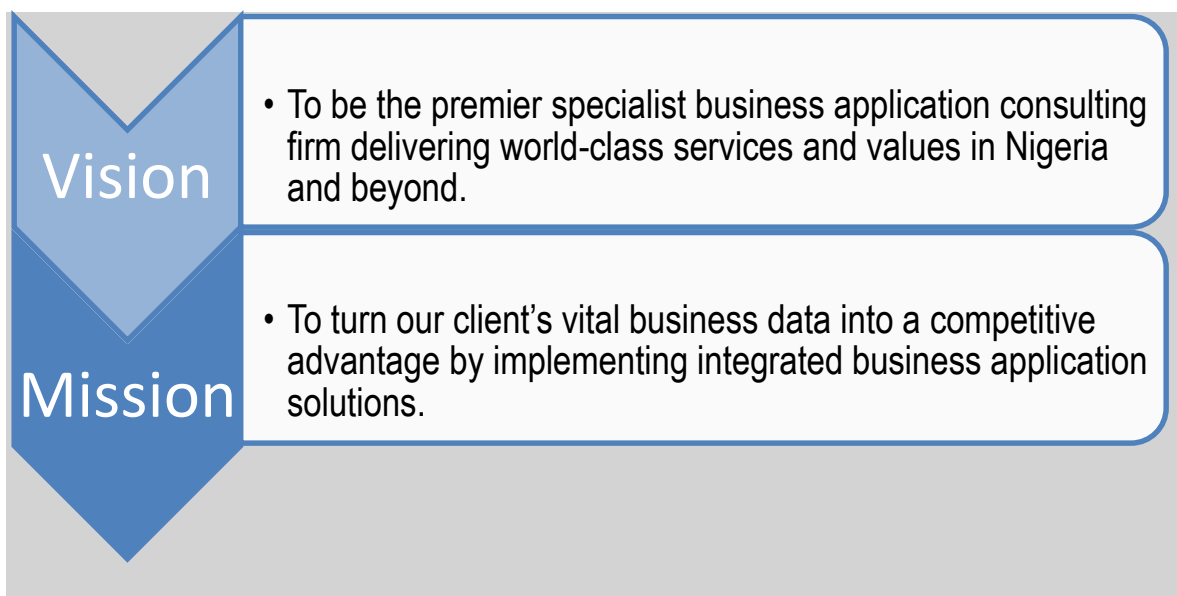
This policy is reviewed from time to time to ensure continued suitability and adequacy to deliver value.

Note: This quality statement is mandatory as the Background picture for all systems of Bluechip Technologies Ltd, all staff is expected to comply. The picture version is shared to every new staff of the organization.

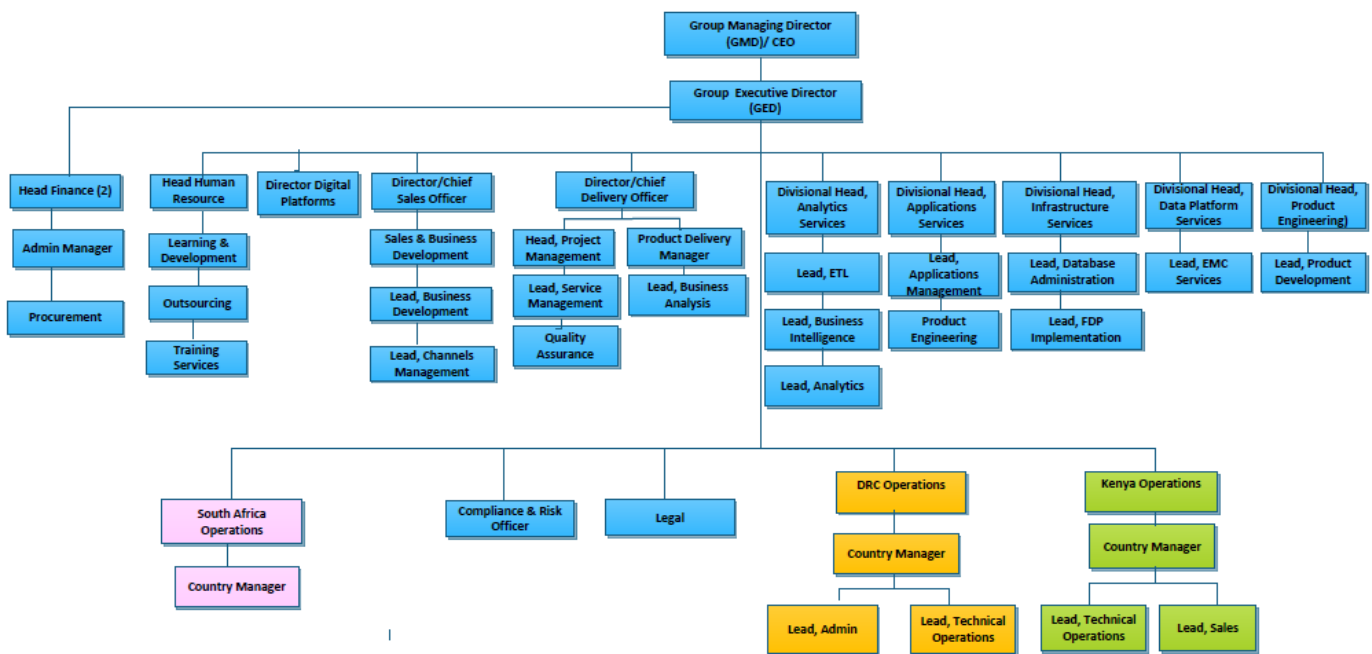
2. QUALITY OBJECTIVES

Our organization's quality objectives are:

- To implement solutions and offer services that continually meet and exceed our customers' expectations to help them meet their corporate goals and objectives in this dynamic market place.
- To provide excellent experience to all our customers and partners.
- To ensure when complaints are received, they are attended to in a timely manner with the view to eliminate the root cause and prevent recurrence.
- To maintain a safe, healthy and conducive work environment that enables our human capital deliver optimum results.
- To continually comply with the requirements of ISO 9001:2015 and improve the effectiveness of our quality management system.



ORGANIZATION STRUCTURE



AKNOWLEDGEMENT

I have read and understood this employee handbook and agree to abide to all the policies and procedures therein.

Name: _____

Signature: _____

Date: _____