**THE KNIGHTS INCORPORATION CODE OF CONDUCT**

**SECTION 1; PREFACE**

What makes the Knights’ Incorporation one of the fastest growing enterprises in the country or perhaps the world today?. It’s not just our products or the work that we do, but also how we do our work and the integrity of our actions ingrained and embedded in our culture. integrity inspires our work and strengthens our reputation as a newly established incorporation that does extra ordinary things and always strives to do what is right. Integrity is the special ingredient to the recipe of our success.

Sometimes you might face a situation where the right thing to do is not obvious. That is where the knights’ Incorporation code of conduct can help.

We are highly dedicated to preserving our mission which states “Establishing great enterprises and stabilizing young innovations through networking, business partnership, job creation and career development” so as to achieve the incorporation’s long term vision of becoming the leading brains behind great innovations.

**SECTION 2 : ADMINISTERING THE CODE OF CONDUCT.**

The legal and public affairs department together with the human resource management are responsible for administering the code of conduct in an independent, objective and consistent manner. The committee is made up of the legal and public affairs manager and his deputy together with the human resource manager and his deputy and is overseen by the chief executive officer who reports directly to the board of directors

**SECTION 3 ; WHO IS COVERED UNDER THE CODE.**

It does not matter where or what you do for the incorporation, you have a responsibility to use good judgement and follow our conduct. That includes the full time or part time employees at every level of the incorporation all the way up to the executive suite. The code also applies to controlled subsidiaries and entities in which the incorporation owns a majority interest or manages operation. (all the above are referred to throughout the code as “the incorporation”). All the employees and any others subject to the code must acknowledge that they have read and agree to uphold the code.

Anyone who works on the incorporation’s behalf (including suppliers, consultants and other business partners) must conform to integrity by following the principles of our code of conduct when providing goods and services to the incorporation or acting on our behalf.

**SECTION 4; COMPLIANCE WITH THE LAW**

All the employees must protect the incorporation’s legality. They should comply with all laws setup by the country’s constitution varying from environmental safety to fair dealing laws. Employees ought to be ethical and responsible when dealing with the incorporation’s finances, products and partnerships or public image.

**SECTION 5; RESPECT AT THE WORK PLACE.**

All employees should respect their colleagues at the work place. Any kind of discriminatory behavior, harassment or victimization will not be tolerated by the incorporation. Employees should conform with our equal opportunities policy in all aspects of the work from recruitment, evaluation to interpersonal relationships.

**SECTION 6; PROTECTION OF THE INCORPORATION’S PROPERTY.**

All employees should treat the incorporation’s property whether material or intangible with respect and care.

**Employees ;**

* Should not misuse the incorporations equipment or use it carelessly.
* Should respect all kinds of incorporeal property including the incorporation's logo, copyright, trademark and other information like reports which should only be used in the execution of job obligations and duties.
* Should protect the incorporations facilities and other material property like computers, cars and so on from damage and vandalism whenever possible.

**SECTION 7; PROFESSIONALISM**

All the incorporation employees must show integrity and professionalism at the work place at all times.

1. **Personal appearance**

All the incorporation employees must dress decently and appropriately while reporting for work and representing the incorporation on official duty.

1. **Corruption**

We discourage our employees from accepting gifts from clients or partners. We prohibit bribery for the benefit of any internal or external parties.

1. **Job duties and authority**

All the employees should fulfill their duties with integrity and respect towards our clients, stakeholders and the community. Supervisors and managers must not abuse their authority. We expect them to delegate duties to their departmental members taking into account their competences and workload. likewise we expect members from the different departments to follow manager’s instructions and complete their duties with skill and in a timely manner. We encourage mentoring throughout the incorporation.

1. **Absenteeism and tardiness**

Employees should follow their schedules at all times as put in place by the incorporation’s structure of work document. Exceptions can only be made for occasions that prevent the employees from following standard working hours and days. Generally, we expect employees to be punctual while coming and leaving work.

1. **Conflict of interest**

Our employees should at all times avoid any personal, financial or other interests that might hinder their capability or willingness to perform their job duties.

1. **Collaboration**

The incorporation encourages its employees to be friendly and collaborative. They should try not to disrupt the work place or present obstacles to their colleagues’ work

1. **Communication**

All employees must be open to communication with their colleagues, supervisors or team members

1. **Benefits**

All our employees are expected to accord respect to their employment benefits which may include time off, insurance facilities, subscriptions or other benefits our company offers.

1. Company policies

All our employees should read and follow our company policies. If any questions arise, they should be raised to the management mostly the human resource team.

**SECTION 8; DISCIPLINARY ACTIONS**

The incorporation may have to take disciplinary action against employees who repeatedly or intentionally fail to follow our code of conduct. Disciplinary actions will vary depending on the graveness of the violation. Possible consequences may include

1. Demotion
2. Reprimand
3. Suspension or termination for more serious offences
4. Retrieval of benefits for a definite or indefinite period of time
5. The incorporation may also take legal action in cases of corruption, theft, embezzlement or other unlawful behavior

**SECTION 9; CONCLUSION**

In conclusion, the incorporation looks forward to following the above code of conduct at all times with the guidance of its core values which are unity, integrity, career development, innovation, networking and diversity in order to ensure a vibrant and trustworthy relationship with the general public.

**NOTE**; This code of conduct may be altered at any time depending on the interests of the incorporation.

**END.**

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