



CODE OF CONDUCT

Starsight considers you a valued employee and as such you are entrusted with our reputation in the broader marketplace.

We are continually evaluated by our current and potential future clients based on our ability to deliver professional and efficient customer service. As a key member of our team you are a Starsight representative and a Company ambassador.

Our expectation is that you will promote the interest of Starsight at all times and protect and promote our reputation.

The company expects all employees to adhere to the highest standards of personal and professional integrity and to avoid any conduct that might reflect unfavorably upon them, other employees and upon the Company. You are therefore expected to abide by Starsight's code of conduct, as condition of your employment.

Honest, Lawful and Ethical Conduct

Starsight complies with all legal requirements in its operations and expects its employees and follow suit. We will honor all our commitments and show all stakeholders respect and honesty. You are expected to conduct yourself with integrity at all times. Integrity requires, among other things, being honest and candid within the constraints of company confidentiality, and dealing fairly and respectfully with clients, contractors, vendors, other employees and other third parties. Starsight will not tolerate discrimination of any kind and or abuse of human rights.

Theft or Fraudulent Activities

Any employee engaging in or assisting in an act of theft will be terminated. Consciously knowing of an act of theft and failing to report it can also lead to termination of employment

Corporate Image

Working for Starsight puts you in a special position of trust and responsibility. Your attitude and behavior both to customers and to the communities in which we operate, and the impression you make are of prime importance to Starsight Power Utility Limited. You must therefore continuously seek to provide the highest level of quality product, support and services that meets or exceed our customers' needs and expectations, and maintain the highest levels of professional conduct in your interactions with each other and in representing Starsight in the wider community.

Confidentiality

Employees shall be required to maintain the confidentiality of the Company and must not divulge information about the Company to any third parties or unauthorized employees. Information relating to the Company's transactions, operations and clients should not be divulged during your service with the Company and after you leave the services of the Company. You should review carefully the confidentiality obligations set out in your employment contract and ensure that you are always in compliance with them.

Personal Appearance & Hygiene

As representatives of the Company, you must remember that the image of the Company is to a large extent dependent on you. Whether dealing with customers, members of the public or with fellow employees it is important therefore that you ensure your conduct, grooming, personal hygiene and personal appearance convey professionalism and reflect the values of your employer. Your dress must be smart, tidy, clean and decent at all times during working hours. Trainers, flip-flops, sandals, shorts, sportswear and revealing clothes are inappropriate and may not be worn at any time during working hours. There is no need for men to wear ties in the office, but you must have one available to wear for meetings.

The Company operates a "dress down day" on Friday and mode of dress may be casual (and may include the wearing of jeans), provided it is smart. In some jurisdictions, the wearing of African wear on Friday is encouraged but employees must ensure that the choice of dress conforms to the policy as stated above.

Starsight recognizes the challenges of working in a tropical climate and that perspiration is a part of the body's system for keeping cool, we respectfully request you ensure you manage your personal hygiene so as not to offend your fellow workers.

If you have any queries about what is appropriate, these should be directed to your supervisor.

Dignity at Work

Starsight believes that the working environment should at all times be supportive of the dignity and respect of individuals. If a complaint of harassment is brought to the attention of management, it will be investigated promptly and appropriate action will be taken.

Harassment can be defined as conduct, which is unwanted and offensive and affects the dignity of an individual or group of individuals. Sexual harassment is defined as "unwanted conduct of a sexual nature, or other conduct based on sex, affecting the dignity of women and men at work". This can include unwelcome physical, verbal or non-verbal conduct. People can be subject to harassment on a wide variety of grounds including race / ethnic origin, nationality or skin colour / sex or sexual orientation / religious or political convictions / willingness to challenge harassment, leading to victimisation/ disabilities, sensory impairments or learning difficulties / status as ex-offenders / age / real or suspected infection with a blood borne virus (eg AIDS/HIV) / membership of a trade union or activities associated with membership.

Starsight will not tolerate any acts of harassment or discrimination by an employee. It is your responsibility in your daily actions, decisions and behaviour to ensure that you are not guilty of harassment or discrimination of your colleagues, customers, suppliers or any other person associated with the Company.

Valuing Diversity

Starsight is committed to valuing diversity and seeks to provide all staff with the opportunity for employment, career and personal development on the basis of ability, qualifications and suitability for the work as well as their potential to be developed into the job.

We believe that people from different backgrounds can bring fresh ideas, thinking and approaches which make the way work is undertaken more effective and efficient.

Starsight will not tolerate direct or indirect discrimination against any person on grounds of age, disability, gender / gender reassignment, marriage / civil partnership, pregnancy / maternity, race, religion or belief, sex, or sexual orientation whether in the field of recruitment, terms and conditions of employment, career progression, training, transfer or dismissal.

It is also your responsibility in your daily actions, decisions and behavior to endeavor to promote these concepts, to comply with all relevant legislation and to ensure that you do not discriminate against colleagues, clients' and suppliers or any other person associated with the Company.

Smoking at Work

Smoking is strictly prohibited on all Starsight premises (including entrances and exits) and in all Starsight vehicles.

Drugs and Alcohol

Bringing alcohol or any unlawful substances to the workplace, and / or imbibing them there is strictly prohibited as is the imbibing of alcohol or any unlawful substances during a period prior to work where the effects carry over to the workplace. Any such instances will be dealt with under the disciplinary procedure and may lead to your summary dismissal.

The Company reserves the right to carry out random searches for narcotic drugs, and random testing of people in the workplace or operating Company vehicles and equipment to identify those persons affected by drugs and/or alcohol. If you are found in possession of narcotic drugs or affected by alcohol and/or drugs, you will be subject to disciplinary action which may include summary dismissal depending on the severity and circumstance of the incident.

All staff must make themselves familiar with the Company's Alcohol and Unlawful Substances Policy available from your supervisor.

Attendance at work

Starsight values good attendance at work and is committed to improving the general wellbeing of its employees to achieve this. Although we aim to secure regular attendance, we do not expect employees to attend when they are unwell.

- **Notification of Absence**

If you are unable to attend work due to sickness or injury, your supervisor must be notified by phone before your normal start time on the first day of absence, if possible, indicating a date of return. Notification should be made by you personally unless impossible due to the nature of the illness, in which case you should arrange for someone else to call on your behalf. During prolonged periods of absence, your supervisor should be kept informed of progress and an expected date of return.

Your supervisor should be notified as early as possible if absence from work is anticipated for hospitalisation and other medical treatment.

Any employee who has been absent due to sickness and is found not to have been genuinely ill will be subject to disciplinary action, which could include dismissal.

- **Absence During Working Hours**

If you wish to leave your place of work during working hours for any reason you must first seek permission from your supervisor. If you leave your place of work without permission, you will be committing an offence of misconduct and will be subject to disciplinary action.

- **Vacation of Post**

If you are absent without the written permission and approval of your supervisor for more than seven (7) consecutive working days, you will be regarded as having resigned from your employment without notice. A notice in writing to this effect will be sent to you at your last known address by the Company. Accordingly, you shall be liable to pay to the Company a sum equal to your salary for the period of notice required for your resignation.

Transfers

You may be transferred from one site to another within the country of your operation. In such instances, the Company shall provide you with reasonable notice of such transfer. A relocation allowance at the prevailing rate at the time of transfer and as per local law will be granted if we are satisfied that your relocation is required in order for you to undertake the duties of the post for which you have been employed. Eligibility and any sums paid are purely at the discretion of the Company, and this is not a contractual right. You will be required to sign a written undertaking to repay all or some of the relocation allowance if you leave within 24 months of receipt of this allowance.

Time and attendance recording

An attendance register is maintained by the Administration department for the sole purpose of monitoring staff presence in the company on a daily basis. Every employee is required to sign the attendance register when he/she resumes work in the morning. Employees should note as follows-

Failure to sign – in shall result in being marked absent for the day.

Malpractices like logging another employee's name on his behalf or false time recording amount to fraudulence and shall be dealt with according to the disciplinary procedures of the firm.

Lateness and absenteeism are not condoned by management

- I. If an employee is late for no acceptable reason, he shall be sent home and lose the day's pay.
- II. Lateness to work 3 times in a month attracts an automatic warning letter from the administration department and other disciplinary measures management may deem fit.
- III. Absence from duty up to three times in a month without permission shall also attract a warning letter from the administration department and other disciplinary measures as deemed fit by management.

Staff Discipline

Disciplinary actions may be taken against employees to maintain adherence to policy as well as correcting or reforming employees. Disciplinary actions are guided by the principle of fairness and firmness and all employees are expected to obey the rules and regulations of the firm. Subject to the discretion of the management, an employee may be issued a warning letter, sent on suspension or dismissed but each measure taken by the management shall be commensurate with the level and gravity of the offence.

Warning

A warning letter will be issued to an employee for non-adherence to policy and for any offence that is not strong enough to warrant a suspension or termination/summary dismissal.

Suspension

An employee may be sent on suspension where the offence is not grave enough to warrant termination subject to the management decision investigating grave charges. All suspensions shall be without pay except in a situation where investigation into grave charges is being conducted in

which case unless the employee is found guilty will 'without pay' punishment hold.

Summary Dismissal and Termination

- I. As guaranteed by the labor statutes, management reserves the prerogative to terminate any employee without assigning any reason thereto. However, any terminated employee shall get all his entitlements including appropriate notice.
- II. No notice shall be given to an employee who is summarily dismissed in addition to his having to lose some other benefits. "For an act to justify summary dismissal it must be repudiatory. In other words, it must be grave in substance and consequence thus preventing further satisfactory continuance of relationship between the firm and the concerned employee." Example of offences which may qualify for summary dismissal are:
 - Abandonment of work
 - Unfaithfulness- divulging the firm's business secrets; poor attitude to work leading to a loss to the company
 - Theft and Fraudulent act
 - Demanding or accepting bribes
 - Making use of the firm's property for unauthorized or personal work.
 - Stealing and pilfering
 - Acts of sabotage etc.

Having carefully read through this policy, I hereby confirm my understanding of the details herein contained and agree to abide by the tenets.

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Staff Name

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Signature

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Date