



Buniwa Creations

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Employee Handbook and Agreement Between Buniwa Creations and Julius Kavingo Kiiti

Dear Julius Kavingo Kiiti,

Welcome to the Buniwa Creations team! We are excited to have you on board as a valued member of our company. This employee handbook is designed to provide you with the necessary information and guidelines to succeed in your role as a Full-Stack Developer, it will also serve as an agreement between Buniwa Creations (Company) and you (Julius Kavingo Kiiti). Please take time to familiarize yourself with the contents of this handbook.

1. Introduction

Buniwa Creations is an upcoming Digital Marketing & Content Agency in Kenya. Our mission is to provide expert solutions for businesses to thrive in the digital realm. As a Full-Stack Developer, you play a crucial role in creating visually appealing and user-friendly websites that are optimized for search engines.

2. Job Description

You will perform the assigned roles and responsibilities with professionalism, diligence, and in compliance with the Company's policies and procedures. Your responsibilities will include, but not be limited to:

- Designing user interfaces that are visually appealing and intuitive for our clients' websites.
- Implementing visual elements that align with the brand's identity and objectives of our client and that of Buniwa Creations.
- Developing and maintaining server-side applications and databases
- Designing and implementing data storage solutions
- Ensuring the responsiveness of applications and seamless integration with front-end elements
- Collaborating with the SEO and content team to establish efficient and effective communication between the web content optimisation.
- Performing regular system upgrades and security patches
- Troubleshooting and debugging applications to optimize performance.

2.a) Reporting Structure

The Employee will report directly to Giulio Mukaathe or Lazarus Walkhanja and will coordinate closely with other team members as required.

3. Compensation & Benefits

The employee and the company agree to remunerate as follows; remuneration will be based on a percentage of the total project fee, ranging between 20% and 40%, depending on the complexity and scale of the project. Payment schedule to be upon fully client's payments.

4. Working Hours

While Buniwa Creations adheres to the standard working hours in Kenya, your working will be remote, meaning you have the control of your working provided it doesn't inconvenience our client's and business operations.

There might be instances where you are required to work additional hours to meet project deadlines. Overtime compensation and arrangements will be discussed before such instances.

5. Leave and Benefits

You are entitled to annual leave, sick leave, and other benefits as per the regulations outlined by the Kenyan labor laws. Specific details regarding leave entitlements and benefits will be provided upon request.

You will also be entitled to an internet package either monthly or project wise. Buniwa Creations shall in times of need cover your expenditures only (travel fare, accommodation and meals) when required to travel for meetings, events or during our company's business operations.

5.a) Public Holidays

You will be entitled to public holidays as mandated by Kenyan labor laws. Holidays falling on weekends may be observed on alternate days, as determined by the Company.

5.b) Time Keeping and Attendance

The Employee is expected to maintain punctuality, communication and regular attendance. Any absence or tardiness must be communicated to the Company as early as possible.

6. Confidentiality and Non-Disclosure

Confidential Information refers to any proprietary, sensitive, or undisclosed information of the Company, including but not limited to trade secrets, client information, financial data, and business strategies.

As a representative of Buniwa Creations, The Employee agrees to maintain strict confidentiality with regard to any Confidential Information obtained during the course of employment. The Employee shall not disclose or use such information for personal gain or unauthorized purposes during or after employment.

You are also expected to adhere to:

- Fully availability when required.
- Maintaining a respectful and inclusive work environment.
- Upholding the company's values and promoting a positive image of the organization.

6.a) Intellectual Property Rights

The Employee acknowledges that any work produced during the course of employment, including web designs, codes, and other deliverables, shall be considered the intellectual property of the Company. The Employee assigns all rights, title, and interest in such work to the Company. The employee also acknowledges that other materials acquired from anywhere (web designs, codes, and other deliverables,) shall not be deemed company's intellectual property and should not be used for publications.

7. Termination Policy

Either party may terminate the employment relationship by providing as per not later than one and half months written notice to the other party. The notice period may be adjusted as per the circumstances.

The Company reserves the right to terminate the Employee's employment immediately and without prior notice if the Employee engages in unethical conduct, fails to fulfill their responsibilities, breaches confidentiality obligations, or engages in any other serious mis-conduct.

Upon the termination of employment, the Employee shall return all Company property (if any), including but not limited to laptops, documents, access cards, and any other equipment or materials provided by the Company.

8. Entire Agreement

The Employee and the Company acknowledge that mutual agreement is required for any modifications or amendments to this Employee Handbook. No oral or implied modifications shall be considered valid.

In Witness Whereof, the undersigned have executed this Employee Handbook and Agreement as of the Effective Date which is the date the signing.

For Buniwa Creations:

Giulio Mukaathe



September 23, 2024

CEO, Buniwa Creations.

Lazarus Walukhanja



September 23, 2024

COO, Buniwa Creations.

For Julius Kavingo Kiiti:

I, Julius Kavingo Kiiti acknowledge that I have received a copy of the Employee Handbook for the Full-Stack Developer position at Buniwa Creations. I understand the contents and agree to adhere to the guidelines and policies outlined herein.

NAME: Julius Kavingo Kiiti SIGN:  DATE: 23/09/2024