

Car & General (Kenya) Plc

Detailed Staff Induction and HR Policy Manual

Human Resource Department

1 Purpose of This Document

This manual provides precise guidance for new employees and serves as a reference for HR-related queries. The content is structured to ensure clarity, consistency, and accurate interpretation of company policy.

2 HR-001: Structured Induction Process

The induction program ensures that every new employee integrates efficiently and understands their responsibilities, benefits, and performance expectations.

2.1 Phase 1: Pre-Employment Clearance

Before reporting:

- Submission of academic certificates and identification documents
- Signing of employment contract
- Completion of statutory forms including KRA PIN, SHA, and NSSF details
- Provision of bank account details for payroll

2.2 Phase 2: Day One Corporate Orientation

On the first working day, employees will:

- Report to HR at 8:00 AM
- Receive company ID and access credentials
- Attend a corporate overview session
- Review the Code of Conduct and sign compliance acknowledgment

- Receive IT system access and email credentials

2.3 Phase 3: Departmental Induction - First Two Weeks

Within the first fourteen days:

- Direct supervisor outlines job description in detail
- Key Performance Indicators are issued in writing
- Tools and equipment are assigned
- Safety procedures specific to the department are explained
- Introduction to reporting hierarchy and escalation channels

2.4 Phase 4: Probation Review

The standard probation period is six months.

During probation:

- Performance is monitored monthly
- A formal review meeting is conducted at month three
- Final confirmation decision is made at month six

Confirmation is issued in writing upon successful completion.

3 HR-002: Working Hours Policy - Fully Onsite Roles

This policy applies to employees working fully onsite.

3.1 Standard Reporting Time

- Reporting time: 8:00 AM
- Employees must be at their workstation by 8:00 AM
- Late arrival beyond 8:15 AM is recorded as tardiness

3.2 Closing Time

- Official closing time: 5:00 PM
- Employees are expected to remain available until 5:00 PM

3.3 Lunch Break

- Lunch break duration: 1 hour
- Standard lunch period: 1:00 PM to 2:00 PM

3.4 Working Days

- Monday to Friday
- Weekends are non-working days unless otherwise specified

Overtime must be approved in writing by the department head.

4 HR-003: Annual Leave Entitlement

All confirmed employees are entitled to paid annual leave.

4.1 Annual Leave Days

- 21 working days per year for full-time employees
- Leave accrues proportionally each month

4.2 Leave Application Process

- Submit leave request at least 14 days in advance
- Obtain supervisor approval
- Final approval issued by HR

4.3 Carry Forward Policy

- Maximum of 10 unused leave days may be carried forward
- Carried forward leave must be used within the first quarter of the next year

5 HR-004: Sick Leave Policy

- Up to 14 days sick leave per year
- Medical certificate required for absences exceeding 2 consecutive days

6 HR-005: Maternity and Paternity Leave

- Maternity leave: 3 months fully paid
- Paternity leave: 2 weeks fully paid

These entitlements comply with Kenyan labor regulations.

7 HR-006: Frequently Asked Exact Questions

What time should I report to work?

Reporting time is 8:00 AM for fully onsite roles.

What time do we leave work?

Closing time is 5:00 PM.

How many leave days do I get per year?

You are entitled to 21 working days of annual leave per year.

How long is probation?

The probation period is six months.

Can I carry forward unused leave days?

Yes. A maximum of 10 days may be carried forward to the next year.

How do I apply for leave?

Submit a leave form at least 14 days in advance and obtain supervisor and HR approval.

8 Compliance

Failure to adhere to working hours, leave procedures, or conduct standards may result in disciplinary action in accordance with company policy.

9 Conclusion

This document ensures that employees at Car & General (Kenya) Plc have clear, precise, and consistent answers regarding induction, working hours, and leave entitlements. It serves as both an onboarding reference and a structured HR response guide.