



Plant Manager Stewardship Expectations from all Ibadan Employees

Our Stewardship Mission Statement: We will Do the right thing Always while carrying out our daily task, for the best interest of the consumer, the company and its shareholders hence guaranteeing our future.

This is to share my FY 2024 stewardship expectations with all Ibadan site employees.

As an employee, it is your responsibility to exemplify and sustain high stewardship standards in your area through the "Do the Right Thing" culture, and by following the stewardship processes and procedures. I would expect you to:

1. Be a role model on doing the right thing ALWAYS; know and follow the company's processes and procedures always. Behave with the right ethical standards always, whether on site or off the site.
2. Act as an owner; Treat the company's asset and budgets with zero loss mentality and in compliance with UGEE Purchase Process Guidance. All waybills must be stamped and signed by the security at the gate house before it can be submitted for processing. Bring back all items on returnable list in conformity with the approval dates.
3. Know the processes and procedures applicable to your job and to the site and adhere strictly to them. If you do not know, stop and ask. Ensure you are trained and qualified on all relevant SOPs and Policies relating to your job and the site.
4. Review relevant details of all documents before you append your signature. You are accountable for any document signed off by you.
5. Check that the right approvals are obtained, and asset custodian is informed before moving assets out of the standard locations. Unauthorized dumping of assets/items in/around the FADO and Scrap yard will be treated as stewardship violation.
6. Confirm that a valid and detailed Purchase Order (PO) exists prior to the request and receipt of goods and/or services. Also, confirm that **quality** service and goods are received prior to waybill sign-off and follow through on invoice submission within 24 hours for goods/services you receive.
7. Be part of and support internal control audits in your department (general site audits, spot checks, month end counts/reconciliations etc.) and close identified opportunities assigned to you on time and with Zero Follow up.
8. Reward & recognize desired stewardship behaviors and outstanding contribution to controls. Also, give feedback on the spot if you see someone not doing the right thing. Report all internal control alerts.

Stewardship violation should be reported to your Manager/HR/Stewardship/Finance or the Plant Manager.

Thanks, in advance to you as you "DO THE RIGHT THING" and ensure Ibadan site is compliant.

Abass Sadik- Ibadan Site Leader

January 2024

I have read and commit to fulfill all the above expectations and understand that any violation may lead to disciplinary action.

Employee's Name & Signature

Date

Manager's Name & Signature

Every Plant employee shall read and sign these expectations.

The signed expectations to be kept in the individual's personnel file kept with his manager and copy given to individual.