



Delta Partnership: Employees code of discipline and behaviour

Introduction

The directors and employees of Delta Partnership have composed and adopted the following set of code of discipline and behaviour to ensure professionalism, and to communicate the standard of behaviour that Delta Partnership expects of everyone who works with Delta. This code of behaviour and discipline reflects our commitment to our corporate values; equity, transparency and creativity, which shape how we carry out our work. The Delta code of discipline and behaviour is supported and reinforced by our code of conduct and corporate policies. We expect all of our employees and associates to adhere to our values and our policies and any transgressions will be taken very seriously.

Delta Partnership expects all employees and associates to comply with management and to conform to Delta Partnerships rules at all times. If these rules are disregarded or the employee or associate behaves wrongly in some other way Delta may discipline them.

Disciplinary action can consist of formal oral warning, written warning, a final written warning, dismissal or, in the case of gross misconduct, summary dismissal from the project (associates) or from the company (employees).

This document should be read in conjunction with the Delta 'Code of Conduct and Corporate Policies' document.

1. Scope of Policy

The terms of this Policy shall be observed by all permanent Delta team members, whether employed or contracted, and by all associates who work for Delta on an assignment contract basis. This policy covers both the Delta Partnership UK office, and Nairobi, Kenya office.

2. Objectives

The purpose of this code of discipline and behaviour is to provide a framework for decisions and actions in relation to conduct in employment. It underpins our commitment to a duty of care to all staff, stakeholders and clients receiving our services. The document explains the principles covering appropriate conduct in a variety of contexts and outlines the minimum standard of behaviour expected from Staff. Adherences to this code of behaviour will contribute to the maintenance of the professional and productive work culture that Delta is committed to.

3. Code of Conduct

Delta prides itself on a flexible and informal work environment, as we believe this leads to a productive and happy workforce. However, we will not tolerate abuse of this trust and flexibility. Delta's Board of Directors will make the final decision on the seriousness of the misconduct and the appropriate sanction.

3.1 Minor form of misconduct

An employee or contractor, who is guilty of one of the following, or similar forms of misconduct, may be given a verbal warning at the first occurrence. Subsequent warnings may be given or alternative forms of disciplinary action taken for misconduct depending on the evidence, circumstances and seriousness of each situation. Repeated minor forms of misconduct may result in dismissal. Each transgression will be dealt with on own merit in all instances.

The following are examples of such misconduct: -

- Absence from work without permission or without reasonable cause;
- Making long or numerous private telephone calls;
- Making excessive amounts of personal emails;
- Using office equipment and stationary for personal use;
- Removal of Delta property from the premises without permission;
- Not dressing in a manner suitable for the workplace.

3.2 Major forms of misconduct

At the occurrence of any of the following forms of misconduct, or others of a similar nature, an employee may receive a written warning, or face dismissal or summary dismissal, depending on the evidence, circumstances and seriousness of each situation.

The following are examples of such misconduct: -

- Failure to comply with the terms of the their employment;
- Negligence in the performance of your duties or functions;
- Intimidation, threatening behaviour or assault;

- Addressing abusive language at a fellow employee, management personnel, client, or in a client's presence;
- Fraudulent or dishonest claims;
- Wilful damage to company property or to the property of Delta's clients;
- Loss or damage to company property through malice, carelessness or negligence;
- Removal of or wilful damage to client's property
- Wilful misrepresentation of Delta or its clients to other parties
- Insubordination or disrespect to management or clients;
- Disregarding or breaching the employer's safety rules and regulations or standard safety practices;
- Consumption of alcohol, smoking, taking drugs, or gambling on company property;
- Immoral conduct or indecency on company premises and/or whilst on duty and/or whilst representing the Company;
- Conduct detrimental to the image, performance or profitability of the Employer;
- Unnecessary disclosure of confidential information concerning the work of Delta or its employees (this does not affect the employee's rights under the Public Interest Disclosure Act 1998);
- Behaviour or actions that would in any way jeopardise the safety or well-being of other employees;
- Unauthorised use of another employee's electronic password of any nature whatsoever;
- Unauthorised use or negligence in the use of Internet, e- mail and computer hardware and software facilities.

Aileen Lyon, Louise Shaxson, Mike Thomson
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