



Kenya Power

# CODE OF CONDUCT & ETHICS

Doing the right thing

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An aerial night view of a city skyline, likely Manila, Philippines, featuring several prominent skyscrapers and a body of water in the foreground. A semi-transparent white rectangular box is overlaid on the center of the image, containing the company's mission and vision statements.

**Our Mission**

Powering People for Better Lives

**Our Vision**

To Provide World Class Power that Delights our Customers

## MESSAGE FROM THE MANAGING DIRECTOR AND CEO

As we consistently strive to power people for better lives towards providing world class power that delights our customers and creating value for everyone with a stake in our company, we recognize the enduring importance of acting ethically at all times and in ensuring that our business practices meet the highest standards of integrity in line with our values. Ethics and integrity stands at the core of everything we do.

In this regard, we have a Code of Conduct & Ethics to promote a culture of ethical performance which is a key tenet of good corporate governance. The code has been developed in line with our values and is intended as a source of direction and guidance for our actions and decisions internally and in our interactions with stakeholders and the public.



Ken Tarus, PhD  
**Managing Director and CEO**



This Code is a public statement of how we do business and clarifies our expectations of ourselves. It holds us accountable for our business conduct.

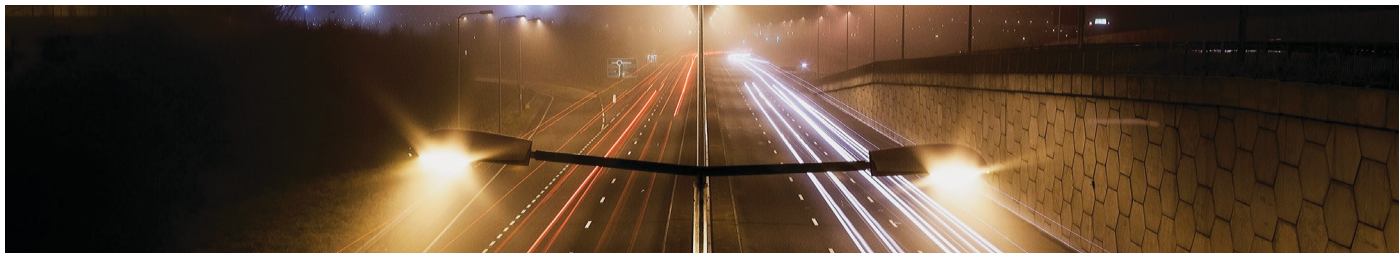
It is a resource for helping us align our conduct and practices with our values. A key factor in ensuring our continued growth and success revolves around doing the right thing accountably at all times, making the right choices and advocating adherence to our standards and principles by individuals, communities and institutions which we interact with in the conduct of our business. Our Company is continuously in the public eye and there are many who look up to us to conduct our activities responsibly.

It is the responsibility for each of us to read, understand and comply with the standards contained in the Code and build both internal and external relationships based on integrity and also avoid activities that could be detrimental to the reputation of the Company.

If you are personally faced with, or observe, situations that are contrary to our ethics or core values, you have an obligation to resolve or report these incidents, using the approaches described in the Code of Conduct and Ethics.

The Board of Directors and myself are personally committed to our Code of Conduct & Ethics and appeal to each of you to make the same commitment.

Thank you for supporting this important initiative.



## OUR CORE VALUES

### Customer First

The customer is our top priority and should always be our first thought. Our customers, whether internal or external are treated as our first priority. We are individually dependable to continuously provide high quality service that exceeds our customers' expectations.

### One Team

We are interdependent in all aspects of our work. We appreciate that as teams we can achieve much more than as individuals. We value teams within and across functions as a means to achieve the corporate vision. We all must work as a team to achieve a common goal.

### Passion

We must serve with enthusiasm, self-drive and total commitment enabling us to remain focused and to deliver exceptional performance at all times.

### Integrity

Our business practices are based on openness, transparency, trust, honesty, keeping promises and strong moral principles as perceived by our customers and other stakeholders. And in adherence to applicable laws, regulations and standards, We are safe custodians of our business and are responsible for the protection of the environment and societies within which we operate.

### Excellence

We persistently strive to attain the highest levels of achievement. We benchmark to ensure best practice and ensure life-long learning for continuous improvement.

## PART I: PRELIMINARY

### i. Citation

This code may be cited as the Code of Conduct and Ethics for Kenya Power & Lighting Company Limited. The code sets out standards of conduct and ethical behavior for employees of the Company.

### ii. Interpretation

In this Code unless the context otherwise requires:

**“Commission”** means the Ethics and Anti - Corruption Commission established under the Ethics and Anti - Corruption Commission Act (Cap. 65A);

**“The Code”** refers to the Code of Conduct and Ethics for Kenya Power & Lighting Company.

**“Employee”** means a member of staff of the Kenya Power & Lighting Company Limited.

**“Kenya Power”** means Kenya Power & Lighting Company Limited;

**“Public Officer”** means an officer, employee or member of a public body, including one that is unpaid, part-time or temporary; as defined in Article 260 of the Constitution and section 2 of Public Officer Ethics Act (Cap. 183);

**“The Act”** means Leadership and Integrity Act, 2012 (Cap 182);

**“Corruption”** means;

1. An offence under any of the provisions of sections 39 to 44, 46 and 47 of Anti-Corruption and Economics Crime Act, 2003;
2. Bribery;
3. Fraud;
4. Embezzlement or misappropriation of public funds;
5. Abuse of office;
6. Breach of trust; or
7. An offence involving dishonesty;
  - in connection with any tax, rate or impost levied under any Act; or
  - under any written law relating to the appointment of persons to public office;

### iii. Our Code of Conduct & Ethics-meaning

Our Code of Conduct & Ethics provides direction and guiding principles for our conduct internally and our interactions with suppliers, contractors, agents, other business partners, the communities in which we operate and with the public. It summarizes important Company policies, spells out prohibited conduct and is intended to foster a culture of ethical

performance. Our corporate values must be the starting point and foundation of our performance. Decision making should be value based and should be done in a transparent, accountable and responsible manner. This will safeguard our reputation and enhance stakeholder trust towards the achievement of our vision.



#### **iv. Our Ethical Commitment:**

We are committed to conducting our business ethically, transparently and accountably. We will do so with honesty, integrity and in line with our values. We respect applicable laws, regulations, codes and industry standards while upholding human dignity and diversity. We will manage our business sustainably and in the best interest of all our stakeholders.

#### **v. Purpose of The Code**

The Code of Conduct and Ethics is necessary to provide clear parameters about acceptable principles and behaviors within which employees are empowered to make decisions and act. The Code of Conduct & Ethics while providing an important reference point for current and future policies is in line with best practice in terms of governance and compliance. Other important uses of our code are:

Build universal understanding of expected behavior at Kenya Power Provide a foundation from which to build our ethical environment.

It is a useful barometer to measure the alignment of decisions made, to our values.

To enhance, guide and maintain a corporate culture that places great value on upholding the highest ethical standards.

To provide a system of support and resources for obtaining advice and guidance, raising questions, expressing concerns, reporting of violations and corrective action.

#### **vi. Scope**

The Code is a living document created to set and communicate ethical/integrity and moral standards going beyond the law, indicating how internal and external stakeholders of the organization should act or behave.

This code therefore applies to all our stakeholders including current and former employees, Board of Directors, customers, suppliers, contractors, business partners, consultants, vendors and agents.





### viii. Administration of The Code

The Board of Directors, Managing Director & CEO, Managers and all Supervisors are accountable for ensuring that the employees, suppliers, contractors, agents and other stakeholders are aware of, comply and live this code.

Leaders, managers and supervisors must also:

- Demonstrate exemplary behavior that other employees can follow
- Ensure that all employees have access to the code, commit to it by signature, and are helped to understand its requirements and other related corporate policies and procedures.
- Promote a workplace environment that encourages honest and open communication, and avoid putting pressure on employees to deviate from the provisions of this code and other policies and standards.

- Ensure that the values, standards and policies outlined in this code are incorporated into induction sessions, training, performance management processes and regularly discussed at staff meetings and through other internal communication channels.
- Respond promptly and ethical conduct matters.
- Protect those who, in good faith, report suspected violations or misconduct.
- Establish procedures for reviewing the suitability of consultants, suppliers, partners etc before entering into agreements with them.
- Establish an enabling environment which ensures that corrective measures are taken to address any operating procedures that may contribute to violations of the code.

All employees are required to sign their copy of this Code as having read it, understood it and remaining bound by its provisions. Disciplinary Action including dismissal will be applied regarding contraventions of this code. Additional actions may include reassignment of work duties and limitation in future job opportunities. Violations of law may be referred to law enforcement authorities for prosecution.

If you contravene, suspect or become aware of a possible contravention of the code, a policy, a law or any regulation, you should promptly and confidentially report this to Risk Management & Integrity Department using the contact details

below. You may also raise a question or a concern or seek help or guidance from the department using these contacts.

The Risk Management & Integrity Department has a highly independent and anonymous reporting mechanism that can be reached through the following channels:

**Walk-in: Ethics & Integrity Office,**

2nd Floor Stima Plaza Building (Wing B)

Mobile: Hot-Line: 0718 999 000,

Other Corporate nos: 0711 031401/3

Integrity Desk e-mail: Integrity@kplc.co.ke

Corruption Boxes on all floors in all major  
Kenya Power Offices.

By Box Mail:

**Risk Management & Integrity Department,**

Kenya Power & Lighting Co. Ltd

P.O. Box 30099-00100

Nairobi, Kenya

## PART II: PROVISIONS OF THE CODE OF CONDUCT AND ETHICS

The following are the provisions of this Code which are important for living our values and optimizing performance with integrity:

### **a) Compliance with Laws, Regulations and Standards.**

It is the policy of Kenya Power and the responsibility of every employee to carry out his/her duties in accordance with the constitution, laws, regulations, standards and lawful directives. Kenya Power activities shall be carried out in accordance with the letter and spirit of the applicable laws, codes, regulations and standards.

Only qualified individuals and reputable and credible entities should be engaged to do business with Kenya Power. Contractors, suppliers, consultants, vendors, customers, current, former employees and the public cannot be used to circumvent laws, regulations and standards.

Entities and individuals who do not uphold the law, standards and values of the Company are not to be engaged or retained.

We should not engage in or condone any illegal act, instruct or induce others to do so or obstruct the course of justice. It is a breach of the Code for an employee to allow or direct a person under his/her supervision or control to do anything that is in contravention of the Code. An employee who acts under unlawful direction is responsible for his or her actions.

An employee shall submit any declaration or clarification required by any law or regulation. Employees shall abide by the Company's Service Charter.

In carrying out his duties, an employee shall not violate the rights and freedoms of any person as enshrined in the Constitution.

### **b) Corruption, Bribery and Fraud**

Our policy is zero tolerance to corruption, bribery and fraud in all its forms. Active steps shall be taken against these vices as they are not only illegal, but also unethical and inimical to the good of our organization and society in general.

Corruption involves the misuse of authority for personal benefit or for the gain of third parties.

Bribery involves the promise, offer, giving, or receiving a benefit or anything of value, including cash, gifts, entertainment, or other advantage or gratification intended to unfairly influence a decision or obtain an unfair advantage.

Fraud includes cheating, forgery, embezzlement, misappropriation, altering physical or electronic documents and records, preparing and using fictitious and fraudulent information and reports, submitting false claims and deliberately failing to report a fraudulent act.

Staff shall not directly or indirectly promise, give, solicit favours or kickbacks from the general public or customers either in cash or in kind, in the discharge of their duties.

An employee shall not favor relatives, friends or associates in decision making or provision of services.

### **c) Conflict of Interest**

A conflict of interest occurs when an officer's personal interest conflicts or appear to conflict with his/her official duties. All employees are expected to perform their duties honestly, fairly, transparently and to act in the best interest of the Company in all situations avoiding interests, activities, investments, relationships and influences that might compromise their objectivity, effectiveness and the faithful performance of their duties. All employees shall ensure that they avoid being in a position whereby their personal interests conflict with their official duties.

A conflict of interest is therefore any relation that is, or appears to be, not in the best interest of the organization. A conflict of interest would prejudice an individual's ability to perform his or her duties and responsibilities objectively.

A Conflict of Interest may arise when an employee has competing interests between public duty and private interests which could improperly influence the performance of official duties and responsibilities.

Conflicts of interest have implications for both the employee and the company. Personal implications include disciplinary action and loss of credibility. Corporate implications could range from financial sanctions and penalties, litigation, regulatory investigations and damage to reputation.

The law prescribes a number of instances where conflict of interest is deemed to occur. These include:

- Conflict of interest in respect of holding shares
- An officer is prohibited from holding shares or having any other interest in a corporation, partnership or other body, whether directly or through another person, if such action would result in a conflict of interest.
- Conflict of interest in respect to award of contracts
- An officer is prohibited from awarding or influencing the award of a contract to himself or herself, his/her spouse or child, a business associate or agent, or a corporation, private company, partnership or other body in which the officer has substantial or controlling interest.
- Conflict of interest in respect to conduct of meetings
- Where an officer is present at a meeting and an issue which is likely to result in a conflict of interest is to be discussed, such an officer is required to declare the interest at the beginning of the meeting or before the issue is deliberated upon. The declaration should be recorded in the minutes of that meeting.

Each employee must complete a conflict of interest declaration at inception of employment and thereafter once a year and also whenever an actual or potential conflict arises in our individual circumstances. The Company shall maintain a Conflict of Interest register.

If you become aware of or suspect the existence of a conflict of interest (actual, potential or perceived), you must report to the Risk Management & Integrity Department or utilize the Company's reporting/ whistle-blowing facility.

#### **(d) Participation in tenders**

An Employee is prohibited from participating in a tender for the supply of goods and services to a public entity in which he/she is serving or is otherwise similarly associated. However, the holding of shares by an officer in a company shall not be construed as participating in the tender of a public entity unless the officer has a controlling shareholding in that company.

#### **(e) Gifts, Benefits and Favors**

When employees are offered gifts, benefits or favours, it influences their judgment and objectivity in relation to their service or transactions. Employees are prohibited from accepting gifts, benefits or favours.

A Gift presented to an employee is deemed a gift to



the Company and shall be declared forthwith in accordance with the Company's Zero-Gift policy. The Company shall maintain 2 gift declaration registers in which it shall record;-  
All gift declared by staff in the Company  
All gifts issued out by the company to its stakeholders.

Staff shall therefore not accept money, gifts, benefits, favours and donations, or any consideration as an inducement or reward from members of staff or the public extended to them by virtue of their official position for any act or omission, which may influence their present or future actions, or show favour or disfavour to any person.

#### **f) Declaration of Income, Assets and Liabilities.**

Every employee shall as prescribed by the law submit to the responsible Commission a declaration of the Income, assets and liabilities of himself, his spouse(s) and his dependents under the age of 18 years.

#### **g) Professionalism and Performance of Duties**

Authority assigned to an officer is a public trust which is to be used in the promotion of public good. Members of the public have a legitimate expectation that officers shall at all times discharge their respective public duties in a manner that promotes public interest. Officers shall be required to take personal responsibility for the reasonable foreseeable consequences of their actions or omissions arising from the discharge of their duties.

An employee shall:

- Carry out the duties of their office efficiently and honestly in a transparent and accountable manner.
- Keep accurate records and documents relating to the function of their office and report truthfully on all matters of the Company
- Carry out his duties in a way that maintains public confidence in the integrity of his office.
- Observe impartiality and objectivity as required by the constitution and not practice favouritism, nepotism, tribalism, cronyism, religious bias or engage in corrupt or unethical behaviour.
- Observe the requirements and standards of the professional body subscribed.
- Endeavour to deliver high quality and timely service consistently.
- Always keep promises and shall not knowingly give false or misleading information to members of the public or to any other employee.
- Treat the public and his fellow colleagues with courtesy and respect.
- Maintain an appropriate standard of dress and personal hygiene
- Keep time and display a sense of urgency in the discharge of duties.

Endeavour to complete assignments as well as their daily/monthly set work targets on time and avoid unnecessary delays.

**h) Financial Integrity**

An employee should not use his office to unlawfully or wrongfully enrich himself or herself or other persons. He/she should not accept a personal loan or benefit which may compromise him/her in carrying out the duties of his/her office. Financial integrity also involves exercising prudence in one's financial affairs.

**i) Bank accounts outside Kenya**

An employee shall not operate a bank account outside Kenya without seeking prior approval from the Ethics and Anti-Corruption Commission (EACC).

An employee who has reasonable grounds for opening or operating a bank account outside Kenya is required to seek approval and where approval is given, shall submit statements of account annually to EACC and Authorize the Commission to verify the statements and any other relevant information in the foreign financial institution where the account is held.

**j) Acting for foreigners**

An employee is prohibited from being an agent of, or furthering the interests of a foreign government, organization or individual in a manner that may be detrimental to the security interests of Kenya.

**k) Acting through Others**

An employee shall not cause anything to be done through another person that is in contravention to the Constitution, laws, regulations, standards and lawful directives; an employee shall not through coercion or otherwise compel another person to engage in wrongful conduct.

An employee shall not allow or direct another person under their supervision or control to do anything that is in contravention to allocable laws, codes, regulations and standards.

Any employee who acts under an unlawful direction shall be held responsible for his or her actions.

**l) Reporting Improper Orders**

Any employee who considers that anything required of them is in contravention to the laws, regulations, standards and values of the Company or is otherwise improper or unethical shall report the matter to the Ethics and Integrity Office or Ethics and Anti-Corruption Commission which have a duty to investigate thereport and take appropriate action within ninety days of receiving the report.



**“The assets of the Company shall not be misused, diverted or misappropriated for personal or third party benefit.”**



### **m) Communication and Disclosure**

The Company is committed to providing open, accurate, timely and truthful information to all its stakeholders at all times. Employees shall not knowingly give false or misleading information to any agency, person or members of the public.

The Company shall from time to time be called upon to give information or express its views to various stakeholders including employees, customers, public, media, investor groups, etc on certain issues, make presentations and participate in conferences and meetings with investors and other interested parties. Any such communication should be carried out in line with the Company's communications and disclosure policies. Employees should avoid speaking or writing on behalf of the Company unless authorized to do so.

Communication on decisions or changes that are likely to have an impact on operations or employees' livelihood shall be done openly and in a timely manner.

There shall be timely and adequate communication and consultation with communities and customers on the Company works, goods or services which are likely to impact on their health, environment and safety.

Company business, including highly technical and complex contracts and transactions, shall be conducted in a truthful

and open manner while keeping accurate records, making timely disclosures of material information while respecting obligations of confidentiality and privacy.

The Company shall adhere to independent auditing and financial reporting standards.

### **n) Use of Company Assets and Property**

It is the responsibility of all employees to protect and ensure that the company's assets, funds and property are used efficiently in the best interests of the company and only for legitimate company purposes. The assets of the Company shall not be misused, diverted or misappropriated for personal or third party benefit. We have to guard against loss, theft, misapplication, damage and waste. Business expenses must be approved and incurred for good reason and wholly in the best interest of the Company. We must use good judgment to ensure that appropriate value is received by the company for all expenditure.

Assets, resources, systems, technology, computers, software, procedures and networks of the Company or an employee's position or status in the Company should not be used for illegal, unauthorized and improper purposes or for the benefit of third parties.

The Company's information technology assets, resources and

systems, including data, software and licenses, must be used and utilized responsibly for the Company's business. The use of computers, electronic devices, internet and e-mail are subject to restrictions which must be respected by all employees at all times. The communication assets, systems, resources and facilities of the company are not to be used to view, send, exchange or distribute information, including pictures that are offensive, degrading, and illegal or constitute harassment.

#### **o) Wrongful or unlawful acquisition of property**

Employees shall not use their office in the Company to wrongfully or unlawfully influence the acquisition of property for self or others.

#### **p) Public Collections**

An employee shall not use his/ her office or place of work to solicit for contributions from members of the public nor participate in a public collection of funds in a way that reflects adversely on the employee's integrity, impartiality or interferes with the performance of their official duties.

#### **q) Citizenship**

The Constitution expressly prohibits a State Officer from holding dual Citizenship. A state Officer who acquires dual citizenship shall lose his/her position as a state officer. The Act requires that upon election or appointment to a state office, a person who holds dual citizenship shall not assume office before officially renouncing hi/her other citizenship in

accordance with the provisions of the Kenya Citizenship and Immigration Act, 2011.

#### **r) Harassment, Discrimination and bullying**

We must work to achieve a positive work environment where everyone is treated with dignity and respect.

Harassment is any unwelcome verbal or physical behavior that interferes with work or creates an intimidating, hostile, or offensive work environment.

It is important that our workplaces are free from all forms of harassment including threatening e-mails, oral or written comments, humiliation and bullying. Hostility, intimidation, abuse, threats or acts of violence of any sort and degree, abusive language and gestures, distribution of insulting and offensive materials, pictures and cartoons are prohibited.

Sexual harassment is any unwelcome sexual advance, request for sexual favours or other verbal, nonverbal, or physical conduct of a sexual nature that interferes with work, is made a condition of employment, or creates an intimidating, hostile, or offensive work environment.

The Company does not expect employees to tolerate sexual harassment from any cadre and likewise, sexual harassment by staff members towards any of the Company stakeholders including customers, suppliers, contractors and vendors, will

not be tolerated.

Discrimination is the unjustifiable treatment or differentiation between individuals or groups.

In relation to working conditions, recruitment, training, promotions and continued employment, there shall be no discrimination on the basis of gender, ethnicity, health status, religion and physical disability or any other discrimination that does not promote inclusion, teamwork and respect.

An employee shall not use political or any other influence to manipulate a decision on a disciplinary matter, request for promotions, or other favours to the disadvantage of other colleagues.

### **s) Confidentiality and Privacy**

We each have a responsibility to safeguard confidential information relating to the employees, operations and activities of the Company. We should not allow or permit unauthorized disclosure of such information.

Employees who in the course of their duties have access to confidential matters including employee records and tender related information have an obligation to keep such matters strictly confidential.

Employees shall not directly or indirectly make use of or permit others to make use of official information for the purpose of

furthering a private interest.

All information of a personal nature disclosed to another staff member in confidence shall be treated as privileged information and may not be used against them.

Information should be retained only for as long as is required by law and should be physically secured and protected.

### **t) Non-Retaliation and Whistle-blower Protection**

Employees, customers, shareholders, contractors, suppliers and the general public are encouraged to report, in a responsible and ethical manner, practices that are in conflict with this code, regulations, policies, standards and the rule of law. This is intended to address organizational accountability, transparency and individual responsibility. Individuals who report items in good faith are protected and cannot lose their positions or suffer any form of harassment or occupational detriment as a result. Such protection is not afforded to anyone who maliciously raises a matter that they know to be untrue. Malicious reporting may lead to disciplinary action.

The substance of an investigation including the identities of the parties to it will remain confidential and may only be disclosed on a strict need to know basis.

No employee shall threaten or victimize another for reporting

or exposing an illegal act or a violation of ethics.

Any staff member wishing to report misconduct or an illegal act anonymously may do so through the established channels i.e. reporting boxes, e-mail, intranet, telephone or walk-in confidence to the Risk Management & Integrity Department as more detailed on the Company website and under the Administration Section of this Code – Part 1 (xi) .

All correspondence entered into the Whistle-blowing process is absolutely confidential, whether a person making the disclosure wishes to remain anonymous or not. A distinction is drawn between the terms ‘confidential’ and ‘anonymous’. ‘Confidential’ refers to information, while ‘anonymous’ refers to the person disclosing the information.

#### **u) Political Neutrality**

We must balance our personal activities with the Company’s status as an independent organization and avoid situations that could cause the public to believe that the Company is partisan. An employee should avoid engaging in political activity that may compromise or be seen to compromise the political neutrality of his or her office.

An employee shall not:

- Vie for election as a member of parliament, county assembly, governor or any other political position while. However, an employee who wishes to vie for such elections will be required to resign as stipulated by law.
- Act as an agent for, or so as to further the interest of, a

political party.

- Be a founding member of or be eligible to hold office in a political party or movement.
- Indicate support for or opposition to any political party or candidate in an election.

#### **v) Conduct of Private affairs.**

An employee is expected to conduct his/her private affairs in a manner that maintains public confidence in the integrity of his or her office and does not compromise or jeopardize the image or interest of the Company. This applies both to the officer’s public and private life.

An employee shall not evade taxes nor neglect his/her financial obligations.

#### **w) Gainful employment and offers of future employment**

An employee who is serving on a full time basis is prohibited from engaging in any other gainful employment. The Leadership and Integrity Act, 2012, defines “gainful employment” to mean work that a person can pursue and perform for money or other form of compensation or remuneration which is inherently incompatible with the responsibilities of the office or which results in the impairment of the judgement of the employee in the execution of the functions or result in a conflict of interest. An officer should not allow himself or herself to be influenced by plans or expectations for or offers of future employment or benefit. Where an officer is offered future employment or benefit that could place the employee in a situation of conflict of interest, he/she is required to disclose, in writing, to the Company and the Commission.

### x) Former employee acting in a public entity matter

The code prohibits a former employee from being engaged by or acting for a person or entity in a matter in which the officer was originally engaged in as a state or a public officer, for at least two years after leaving office.

### y) Wellness and Safety

The Company is obliged by the Occupational Safety and Health Act (OSHA) to provide a safe and healthy working environment for all employees.

We are responsible for ensuring that our workplaces are free of occupational injury and illness.

We each have a responsibility to comply strictly and consistently with the health and safety standards and policy of the company.

All employees should live a healthy lifestyle which in addition to physical fitness encompasses other dimensions of wellness that is spiritual, emotional, social and intellectual wellness and includes:

- Work-Life Balance
- Social Connections and Support Systems
- Purpose in life
- Mind-Body Health
- Financial Planning
- Continued Learning
- Stress Management
- Nutrition

### z) Environment and Community

The Company respects the environment and is committed to carrying out its activities in an environmentally sustainable manner to ensure current needs are met without compromising the needs of future generations. We are committed to;

1. continually improving our processes in order to prevent pollution, minimize waste, increase our carbon efficiency and make efficient use of natural resources.
2. develop innovative solutions to mitigate environmental and climate risks. We will encourage green projects, solutions and innovative ways to reduce the impact of our activities on the environment.
3. ensure that the communities and societies in which we operate will be better off as a result of our presence.

To achieve this we will:

- Communicate and consult on our activities and make reports available to the public
- Contribute to biodiversity protection in our areas of operation.
- Work to reduce pollution, carbon emissions and minimize waste from our activities.
- Establish, maintain, continually improve and audit management systems to identify, monitor and control the environmental and community aspects of our activities
- Ensure that employees and all stakeholders are aware of these commitments and their responsibilities.



## PART III: ENFORCEMENT OF THE CODE:

### i. Duty to Report

If an employee or other stakeholder encounters unethical behavior or considers that anything required of him/her is a contravention of this Code of Ethics or is otherwise improper or unethical, he/she is duty bound to report the matter through the reporting channels as indicated.

### ii. Enforcement of the Code

Upon recruitment or appointment into the Company, an employee shall sign and commit to abide by the Provisions of the Code of Conduct and Ethics.

Breach of this Code of Conduct & Ethics amounts to misconduct for which the employee shall be subjected to disciplinary proceedings.

Any person may lodge a complaint against an employee who has breached the code to the Company through the stipulated channels or relevant Agency. The complaint must be recorded and the Agency will authorize its officers to make an inquire into the complaint on its behalf to determine the merits of the complaint and give its feedback if the officer has contravened the code. Based on the feedback of the investigation the Company will take appropriate action including refereeing the matter for civil or criminal proceeding.

Any person who has lodged a complaint against an employee shall be afforded a hearing and is entitled to be informed of any action taken or to be taken in respect to the complaint.

### iii. Acknowledgement and Ethical promise

I, Mr./Mrs./Ms./Dr/Prof.....

Staff No..... acknowledge that I have received,

carefully read and understood the Code of Ethics. I do promise

to live and abide by it in letter and spirit and support its

implementation at all times.

Signed.....

Date .....

Supervisor's Name.....

Signature .....



**Kenya Power Integrity & Ethics contacts:**

Integrity and Ethics Department,  
Kenya Power & Lighting Co. Ltd.,  
P.O. Box 30099-00100 Nairobi, Kenya.  
Walk-in: Stima Plaza 4<sup>th</sup> Floor,  
Mobile: Safaricom: 0718 999 000, 0711 031401/3,  
Email: Integrity@KPLC.co.ke,  
Suggestion Boxes in all major Kenya Power Offices.

[www.kenyapower.co.ke](http://www.kenyapower.co.ke)