



ZERO-GIFT POLICY

Version	Final Draft
Developed by	Integrity & Ethics Department
Approved by Management Committee	Date: 22 nd November 2013
Document Owner	Risk & Integrity Department, Corporate Affairs & Company Secretary Division

Our Vision

To Provide World Class Power that Delights our Customers

Our Mission

Powering People for Better Lives

Our Values

1. 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 best friend. We are individually dependable to continuously provide high quality service that exceeds our customers' expectations.

2. 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.

3. Passion

Our consistent enthusiasm, self drive and total commitment to service enables us to remain focused and to deliver exceptional performance.

4. Integrity

Our business practices are based on trust, honesty keeping promises and strong moral principles as perceived by our customers and other stakeholders. We are safe custodians of our business and are responsible for the protection of the environment and societies within which we operate.

5. 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.

INTRODUCTION

All employees are expected to demonstrate the highest standards of ethics and conduct which includes being impartial in the way we treat people and organizations with whom we interact. This implies equal treatment, unbiased professionalism, and non-discriminatory actions in relation to all suppliers, vendors, contractors, customers, employees, potential employees, potential vendors or suppliers, and any other individual or organisation.

When employees are offered gifts, benefits and favours, it influences or is perceived to influence their judgment and objectivity in relation to their service or transactions. Our Company's position is that as public officers, we should not accept gifts from vendors, suppliers, customers, potential employees, potential vendors or suppliers, or any other individual or organization, under any circumstances.

GIFT POLICY GUIDELINES

As an effort to demonstrate our commitment to these standards and behavior, all employees must abide by the following guidelines:

1. Employees will not accept Gifts that are offered by vendors, suppliers, customers, potential employees, potential vendors and suppliers, or any other individual or organization.
2. Unacceptable forms of gifts and entertainment include but are not limited to:
 - i. Cash or cash equivalents (gift vouchers)
 - ii. Gifts of jewellery, precious metal or stones, ivory or any other animal part protected under the convention on international trade in endangered species (CITES).
 - iii. Products or discounts that are not available to all employees.
 - iv. Accommodation, flights or other forms of transportation offered by suppliers, vendors,

GIFT POLICY EXCEPTIONS

Gifts of the following nature are exempt under this policy:

- i. T-shirts, pens, trade show bags and other promotional items that employees obtain, as members of the public, at events such as conferences, training events, seminars, and trade shows that are offered equally to all members of the public attending the event.

- ii. Food and beverages provided at events, exhibitor trade show floor locations, press events, and parties funded by conference or event sponsors.
- iii. Calendars, diaries, cards and other stationery given occasionally.
- iv. Occasional business entertaining such as lunches, cocktail parties or dinners.

DUTY TO INFORM

Employees are required to professionally inform customers, suppliers, contractors, vendors, agents and others of this Zero-gift policy, and the reasons the company has adopted the policy. Employees will request that stakeholders respect our company policy and not purchase and deliver any gift for our employees, a department, an office or the company, at any time, for any reason.

GIFT DECLARATION GUIDELINES

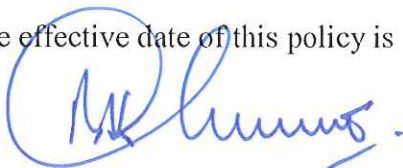
If, due to unavoidable circumstances, an employee or department receives a gift, the following guidelines shall apply:

- i. If feasible, the gift is returned to the giver
- ii. If it is not practicable to return the gift to the giver, the gift must be declared to the immediate supervisor, for onward transmission to the office of the Managing Director & CEO, using the prescribed declaration forms attached to this policy (See Declaration form Appendix 1).
- iii. All declared gifts received will be donated to a charity identified through the Company's Corporate Responsibility (CSR) Programme.
- iv. Plants or flowers will be displayed in the lobby, or at another central location where all employees may enjoy their presence.
- v. Gifts of food that may arrive during the holidays, and at other times of the year when gift giving is traditional, belong to the entire staff even if addressed to a single employee. Under no circumstances may an employee take a food gift home; food gifts must be shared with and distributed to all staff, with email notice, during work hours, in central, worksite locations.

This policy supplements the Company Code of Ethics, standards, values, and other existing staff regulations.

If you have any queries on any aspect of this policy, please seek guidance from the Integrity & Ethics Department. The Integrity & Ethics Department will endeavor to educate all stakeholders on the provisions of this policy.

The effective date of this policy is (22/11/2013).



DR. BEN CHUMO OGW

MANAGING DIRECTOR & CEO

Appendix 1-Gift Declaration Form



GIFT DECLARATION FORM

This form shall be filled out when a gift is received by any Kenya Power employee while acting in their respective official capacity or arising out of the relationship with their position in Kenya Power.

Fill out all applicable questions and do not leave any questions blank; if a question does not apply to your circumstance, please indicate "N/A".

Declarant Information

Declarant's Name and Staff No.:	
Job Title and Signature:	
Department:	
Division	
Work Phone	
Date Gift Received:	
Date this Declaration Made:	
Approximate Fair Market Value of Gift:	Ksh
Description of Gift:	
Supervisor's Name and Staff Number	
Supervisor's Signature	
Circumstances or Special Remarks :	

Information on Person or Business Giving the Gift

Person Giving the Gift:

Business or Organization
Name:

Address:

City, County & Zip Code

Telephone Number:
