

Procedure for Dealing with Staff, Visitors, and Deliverers at Evertec General Trading Company Ltd

Evertec General Trading Company Ltd is committed to maintaining a secure and productive workplace for all stakeholders. This comprehensive procedure outlines the protocols and guidelines for interacting with three distinct groups: staff, visitors, and deliverers, emphasizing security, professionalism, and efficiency.

Dealing with Staff

1. Access Control

Evertec prioritizes security with a robust access control system. Staff members are provided with unique access cards or identification for entry. Unauthorized access is strictly prohibited, ensuring the safety of our premises and data.

2. Code of Conduct

Staff members at Evertec are expected to adhere to a high standard of professionalism and conduct. Respect, cooperation, and ethical behavior are fundamental. Any conflicts or concerns should be reported to the Human Resources department for prompt resolution.

3. Communication

Efficient communication among staff is essential for seamless operations. Evertec encourages the use of regular meetings, email, and digital communication tools for collaboration, knowledge sharing, and effective dissemination of information.

4. Security Training

All staff members undergo mandatory security training to stay updated on the latest security protocols. This includes cybersecurity awareness and emergency response procedures to ensure the safety of the workplace and data.

Dealing with Visitors

1. Visitor Registration

To maintain security and accountability, all visitors, including clients, partners, and potential employees, must register at the reception desk. They will be issued visitor badges, granting them temporary access to specific areas.

2. Escort Policy

For the safety and security of both visitors and our premises, all visitors should be escorted by an Evertec staff member while on the company's premises. This practice minimizes unauthorized access and ensures that visitors receive assistance as needed.

3. Data Privacy

Evertec enforces a strict data privacy policy to safeguard sensitive information. Visitors must comply with this policy during their visit. A designated privacy officer can address any visitor inquiries or concerns regarding data privacy.

Dealing with Deliverers

1. Delivery Area Protocol

Efficient logistics are vital for the success of Evertec. Deliverers are required to follow specific instructions for delivering goods. These instructions are clearly provided at the entrance and loading/unloading areas, ensuring a streamlined and organized process.

2. Verification Process

To maintain the quality and accuracy of delivered goods, designated staff members are responsible for inspecting all incoming deliveries. A digital record is maintained, including the date and time of delivery, to ensure accountability and facilitate efficient inventory management.

3. Safety Measures

Safety is a paramount concern during deliveries. Deliverers must adhere to safety protocols, including the use of appropriate safety gear, such as helmets and vests, where applicable. Loading and unloading should only be performed in designated areas to minimize accidents and maintain order.

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