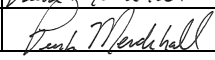
CONTRACTORS' CODE OF CONDUCT

DECEMBER 2024

Version Control

This Contractors Code of Conduct will be revised and updated on an on-going basis. The responsibility for the periodical review, update and circulation of this Policy rests with Tatu City's Head of Legal.

All changes and updates to this Code must be approved by the Country Head, Kenya.

Version Number	Approved By	Date	Signature
Version 2.0	Preston Mendenhall	July 2022	
Version 3.0	Preston Mendenhall	December 2024	

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1. Introduction

1.1. Through this Conductor's Code of Conduct, Tatu City Limited intends to share with Property Owners (hereinafter defined) and their Contractors (hereinafter defined) the principles by which their conduct during construction within Tatu City will be governed. This will ensure that all construction within Tatu City is undertaken in strict compliance with the development guidelines while adhering to human rights and labour relations, health and safety and environmental conservation. At all time, the following shall be the underlying principles:

1.1.1. Safety First: Prioritize the safety of all personnel;

1.1.2. Environmental Responsibility: Minimize environmental impact;

1.1.3. Compliance with Laws: Adhere to relevant laws, regulations and by-laws which affect Tatu City;

1.1.4. Respect for Property: Avoid encroachment and respect boundaries;

1.1.5. Community Engagement: Address community concerns;

1.1.6. Professionalism: Maintain professionalism in all activities;

1.1.7. Accountability: Hold all parties accountable; and

1.1.8. Continuous Improvement: Strive for higher standards.

2. Definition of Terms

2.1. In this Contractors' Code of Conduct, unless otherwise indicated or the context otherwise requires, the following words and phrases shall have the meanings assigned to them hereunder and cognate expressions shall bear the corresponding meanings:

2.1.1. **"Annexures"** means any document, approved by the parties, which may be incorporated into this Contractor's Code of Conduct (hereinafter defined) in the form of attachments.

2.1.2. **"Applicable Law"** means any of the laws, regulations, policies, guidelines, statutes, directives or other directions issued by a Competent Authority including but not limited to those that have been enumerated in Section 3 of this Contractor's Code of Conduct.

2.1.3. **"Approval"** means approval and/or authorization granted by DCC (hereinafter defined) and confirmed in writing by the duly authorized signatories of the Parties.

2.1.4. Authorized Representative means a person who has the legal mandate to represent the DCC, ManCo or such other affiliate of the Master Developer.

2.1.5. **"Business Day"** means any day other than a Saturday, Sunday or official public holiday in the Republic of Kenya.

2.1.6. **"Contractor's Code of Conduct"** means this Contractors' Code of Conduct as adopted and amended from time to time by the Master Developer (hereinafter defined). It is referred to hereinafter as the Code.

2.1.7. **"Common Areas"** means:

(i) such portions of Tatu City (hereinafter defined) which are not subject to an exclusive right of use by any registered property Owner within Tatu City;

(ii) such portions of Tatu City which are registered in the name of the Master Developer or assigned to the ManCo (hereinafter defined), BUT SUBJECT TO the condition that such portion of Tatu City shall be used in common by all property Owners within Tatu City in terms of any law or condition or authority for use as may be specified in any applicable instrument, from time to time; and

(iii) such portions of Tatu City which may be designated in any manner or in terms of any law or condition or authority for use in common by all property owners within Tatu City, including any such easements and servitudes; and

(iv) such portions of Tatu City which may constitute, inter alia, the pedestrian walkways, concourses, gardens, parking areas, public and natural open spaces, parks and squares and all other facilities, utilities and other improvements on Tatu City which are to be utilized for the common use of the lessees, occupiers, invitees, licencees and lawful visitors of Tatu City BUT EXCLUDING roadways and stormwater systems, owned by the Master Developer or assigned to the ManCo.

2.1.8. **"Contractor"** means a person, being holder of the appropriate permits and licences, who carries on business as a contractor where such person, for reward or other valuable consideration, undertakes the construction, installation or erection, for any other person,of any structure situated below, on or above the ground, or other work connected therewith, or the execution, for any other person, of anyalteration or otherwise to any structure or other work connected therewith and undertakes to supply any materials connected to such construction work. For purposes of this Code, an Owner who undertakes the Works shall be a Contractor.

2.1.9. **"DCC"** means Tatu City Development Control Company SEZ Limited, a limited liabilitycompany established by Tatu City Limited under registration number PVT-PJUYY6Q to review and approve precinct, site development, building plans (including signage applications) and monitor all works in terms of the Tatu City Development Guidelines and Building Standards which may be accessed here: https://www.tatucity.com/development-control-committee-dcc-by-tatu-city/ .

2.1.10. "**DOSHS**" means Directorate of Occupational Safety and Health Services.

2.1.11. "**EHS**" means Environmental Health and Safety.

2.1.12. **"EIA"** means the Environmental Impact Assessment approved by NEMAfor the Precinct in which the Land is situated.

2.1.13. **"ESMP"** means the Environmental and Social Management Plan set out in the SEA.

2.1.14. **"Land"** means the specific land parcel at Tatu City on which the Works will be carried out.

2.1.15. **"ManCo"** means the Tatu City Management Company SEZ Limited, a company appointed by the Master Developer to oversee management of Tatu City with the right to act on behalf of the Master Developer by implementation of the rights and obligations of the Master Developer.

2.1.16. **"Master Declaration"** shall mean the Declaration of Covenants, Conditions and Restrictions relating to Tatu City as it may from time to time be amended or supplemented, a copy of which is available upon request and may be accessed at https://www.tatucity.com/project-details/downloads/.

2.1.17. **"Master Developer"** means Tatu City Limited.

2.1.18. **"NEMA"** means the National Environment Management Authority.

2.1.19. **"Owner"** means the person or entity which has engaged and employed the Contractor on behalf of whom the Works (hereinafter defined) is undertaken.

2.1.20. "**OSH**" means Occupational Safety and Health.

2.1.21. "**PPE**" means Personal Protective Equipment.

2.1.22. "**PTW**" means Permit to Work.

2.1.23. "**RAMS**" means Risk Assessment Method Statement.

2.1.24. **"SEA"** means the Strategic Environmental Assessment for Tatu City approved by NEMA.

2.1.25. **"Sub-contractors"** means any suppliers, consultant or sub-contractor appointed by the Owner and/or the Contractor for the purposes of carrying out the Works.

2.1.26. **"Tatu City"** means the comprehensive world-class mixed-use development comprising an aggregate of 5,000 acres situated on Land Reference Number 28867/1 and Land Reference Number 31327, which development comprises of residential, commercial, industrial premises, recreational facilities, hospitality facilities and associated amenities. Tatu City is located north of Nairobi City in Ruiru Sub- County of Kiambu County, along Ruiru- Kiambu Road, 5km west of Ruiru Town and 6.5 km East of Kiambu Town and is being developed by Tatu City Limited.

2.1.27. "**Uncontrolled Fires**" means any fire in which appropriate fire protection or control mechanisms are not in place"

2.1.28. **"Works"** means the earthworks, construction, extension, installation, repair, maintenance, renewal, removal, renovation, alteration, dismantling, or demolition works that the Contractor carries out on the Land.

3. Legislation

For purpose of this Code, the following legislation will be deemed to be Applicable Law with which, subject to the scope of the Works, all Contractors must adhere to within Tatu City. This does not preclude any other legislation which is not specifically included here.

APPLICABLE LAW	RELEVANCE
Anti–Corruption and Economic Crimes Act, 2003	• Provides for the prevention, investigation and punishment of corruption, economic crimes and related offences.
Architects & Quantity Surveyors Act, Chapter 525 of the Laws of Kenya	• Provides for the registration of architects and quantity surveyors.
Building Code (As amended)	• Provides that, prior to erection of buildings, an application, submission of plans and payment of fees are to be made to the National Government. • Contains requirements relating to certificates for occupation of premises.
Building Surveyors Act, 2018	• Provides for registration and licensing of building surveyors.
Constitution of Kenya, 2010	• Supreme law of the Republic and binds all persons and all State organs at both levels of government. • Provides for protection of the right to property. • Provides for right to fair labour practices. • Provides for right to economic and social rights.
Employment Act, 2007	• Declares and define the fundamental rights of employees. • Provides basic conditions of employment of employees.
Energy Act, 2019	• Part VI regulates the generation, importation, sale, transmission retail, supply of electricity in the Republic of Kenya and is therefore • applicable to all Contractors undertaking electrical Works.
Engineering Technology Act, 2016	• Provides for the regulation, practice and standards of engineering technologists and technicians.
Engineers Act, 2011	• Provides for the training, registration and • licensing of engineers, the regulation and development of the practice of engineers.
Environmental Management andCoordination Act, 1999	Places the requirement for development in relation to the following provisions: • Environmental impact assessment; • Environmental Audit and Monitoring; • Environmental Quality standards; and • Environmental protection orders.
Fair Administrative Action Act, 2015	• Provides for fair administrative action for any

	act,omission or decision of any person, body or authority that affects the legal rights or • interests of any person to whom such action relates.
Occupational Safety and Health Act, 2007	• Secure the safety, health and welfare of persons at work; and protect persons other than persons at work against safety and health arising out of, or in connection with the • activities of persons at work.
The Physical and Land Use Planning Act (Number 13 of 2019)	• Role of the project development components in relation to land planning. • Proposed developments must be approved • by the National Government and certificate of compliance issued accordingly.
Proceeds of Crime and Anti-MoneyLaundering Act, 2009	• Provides for the offence of money laundering and to places the requirement to introduce measures for combating theoffence, to provide for the identification, tracing, freezing, seizure and confiscation of the proceeds of crime.
Public Health Act, Chapter 242 of the Lawsof Kenya	• Provides for the prevention and suppression of infectiousdiseases, sanitation and ancillary matters.
National Museums and Heritage Act, 2006	• Provides for the protection of monuments and national heritage.
National Construction Authority Act, 2011	• Promotes and stimulates the development, improvement and expansion of the construction industry; • Prescribes qualifications of contractors, accredits and registers contractors; • Promotes and ensures quality assurance in the construction industry; and • Prescribes a code of conduct for the construction Authority.
National Construction Authority Act 2011 (Code of Conduct for the Construction Industry), 2020 (Gazette No. 2767)	• Highlights the acceptable and unacceptable conduct of parties involved in the construction value chain.
Standards Act, Chapter 496 of the Laws of Kenya	• Provides for standardization of construction materials and building standards.
Survey Act, Chapter 299 of the Laws of Kenya	• Provides for the licensing of land surveyors. • Preparation of survey marks and plans.
Traffic Act, Chapter 403 of the Laws of Kenya	• Prescribes modalities for registration and licensing of vehicles and drivers; • Regulates traffic and parking; • Prescribes modalities for reporting of accidents and handling of associated claims; and • Prescribes penalties for traffic offences.
Tobacco Control Act, 2007	• Provides for the control of the production, manufacture, sale, labelling, advertising, • promotion of tobacco product and regulate

	smoking in specified areas.
Water Act, Number 43 of 2016	• Provides for protection of water resources, effluent discharge, Water utilization and • pollution.
The Work Injury Benefits Act, 2007	• Provides for compensation of employees for work related injuries during the course of their employment.
The Factories and other Places of Work Act	• Prescribes a number of rules such as Medical Examination Rules, Health and Safety Committee Rules, Noise Prevention and Control Rules, Fire Risk Reduction Rules and Factories (First Aid) Rules.

4. Fees for Review of Proposed Building Plans

4.1. All property owners shall and will be required to pay the requisite fees invoiced by the DCC in respect of review of design documentation which fee is payable upon issuance of the DCC's invoice and before submission of an application for building approval to the Ministry of Lands & Physical Planning. The separate DCC Development Control Guidelines on review of building plans also apply. These guidelines can be accessed at https://www.tatucity.com/development-control-committee-dcc-by-tatu-city/.

4.2. Until the DCC, Service Charge, Statutory Fees and any other fees owed to Tatu City are paid in full and accounts regularized by issuance of revised statements, the Contractor shall not begin any kind of Works, on the Land whatsoever.

5. Pre-requisites for Commencement of Works

5.1. A Contractor shall not commence Works before:

5.1.1. approval of development plans by the DCC;

5.1.2. approval of development plans by the relevant statutory agencies;

5.1.3. submission of details of Works to be undertaken;

5.1.4. submission of details of Contractor's logistics plan;

5.1.5. submission of the commencement and anticipated finishing dates of the building contract;

5.1.6. confirmation that DCC and statutory fees have been paid in full;

5.1.7. registration of the project with NCA;

5.1.8. submission of proof of DOSH registration of the site as a workplace;

5.1.9. submission of the duly signed beacon certificate;

5.1.10. submission of the duly completed Projected Key Milestone dates in the form as per Appendix IV;

5.1.11. submission of a detailed risk assessment report;

5.1.12. submission of the Contractor's EHS plan with a detailed ESMP; 5.1.13. submission and approval by DCC of a list of equipment to be used on the project together with copies of their inspection certificates by the relevant statutory agencies;

5.1.14. resubmission and approval by DCC of any modifications to the approved plans;

5.1.15. supplying to the DCC or its designated representative, in writing, the following particulars of qualified NCA accredited site supervisor(s), Competent EHS officer(s), Competent First Aider (s) and Sub-contractors who will be involved in the project and to notify the DCC, in writing, of any changes within seven (7) days from the date when such changes occur:

(i) full name;

(ii) passport size photograph;

(iii) personal identification documents; and

(iv) designation.

5.2. For industrial, commercial, public and bulk residential projects, the Owner to provide the DCC with the list of the consultants such as architectural, structural, services and EHS who will be involved in the Works.

5.3. For all consultants specified in Clause 5.2 above, the Owner or Contractor shall also provide copies of all licenses and approvals from Competent Authorities applicable to the project and proposed Works.

5.4. The Owner or Contractor must provide written confirmation that all project participants identified in accordance with Clause 5.2. are familiar with this Code and the appendix to it and express their agreement with the requirements specified in it.

5.5. In the event that an Owner replaces or adds the Contractor(s) engaged to undertake the Works, the Owner must ensure that the new or additional Contractor(s) signs this Code and submits the duly acknowledged copy to the DCC within seven (7) days from the date of appointment of the additional or replacement Contractor; a handover meeting to the new Contractor must be conducted by the DCC before the new Contractor commences Works.

6. Inspections and Audits

6.1. Authorized Representatives of the DCC team have the right of unhindered access to any Land to conduct audits and periodic inspections.

6.2. The frequency of such inspections and audits shall be agreed upon by the Contractor and the Authorized Representatives of the DCC based on the Project Key Milestones specified in Clause 4 prior to the commencement of the Works.

6.3. In addition to the periodic inspections described in Clause 6.2. the Authorized Representatives of the DCC have a right to organize unscheduled inspections to check the quality of construction, as well as the conditions for compliance with EHS

requirements.

6.4. Based on the results of periodic and unscheduled inspections, Authorized Representatives of DCC have the right to request additional approvals from the Contractor, as well as suspend Work until such Approval is received.

6.5. All inspections must be documented in an instruction book or another platform otherwise discussed and agreed upon with Authorized Representative of the DCC.

6.6. Upon inspection and Approval of the milestone above, the Contractor shall invite DCC for inspection of the same. A written Approval of the milestone must be produced by the Contractor before DCC can approve Works.

6.7. All Works will be subjected to regular EHS audits. A gap analysis report will be generated from the audits. Such a report will be shared with the Owner as well as the Contractor for remediation. The deadlines for correcting comments specified in the report must be followed. An Authorized Representative of the DCC has a right to stop the Work and demand immediate elimination of the violation if there is a risk to the health of people on the site.

6.8. The Owner, Contractor or any other person related with the execution of Work shall not obstruct or hinder a DCC or EHS Authorized Representative from carrying out a duty or function or exercising a power relating to this Code.

6.9. The Owner, Contractor or any other person related with the execution of Work shall not knowingly or in collusion with others lie to or mislead a person carrying out a duty or function or exercising a power relating to this Code.

7. Land Access and Egress

7.1. A Contractor shall not commence any Work within Tatu City before maintaining a comprehensive and accurate record of the personnel who will require access to the premises, including copies of their respective identification documents;

7.2. A pre-building inspection of the site shall be conducted by the DCC and the Contractor to record its condition for future comparison. The report of such an inspection may be prepared in a free format and include a general description of the Land, a topographical plan indicating discrepancies in elevations, vegetation or the presence of any objects or debris, and photographs of such discrepancies. Such a report must be signed by an Authorized Representative of the DCC, as well as a representative of the Owner or Contractor.

7.3. Only authorized vehicles will be allowed into Tatu City. For residential developments, deliveries must be made on Business Days between 09h00 and 16h00 and Saturdays between 09h00 and 13h00. Delivery of construction materials to all other precincts will be limited to 08h00 to 17h00. Any deliveries beyond the aforementioned timeline will be subject to DCC written approval.

7.4. Contractors and their suppliers shall only enter and exit through the designated access and egress routes, that is, through a plot or roads as determined by the DCC or its designated representative. Contractors will be responsible for their staff and suppliers. The Master Developer may alter access routes from time to time. In case of changes in access routes, the Master Developer will notify the Owners in advance.

7.5. No vehicles will be allowed to cross any part of the natural open green areas, or parks, or to deviate from roads or recognized road routes. Any driver contravening this rule will attract a spot fine as determined by the ManCo, and shall be liable for any damage sustained.

7.6. Vehicles with mechanical legs on trailers must use protection against possible road surface damage. Should such damage occur, the Contractor will be held liable.

8. Contractor's Equipment

8.1. The Contractor must ensure that all their equipment have valid third-party certifications from DOSHs approved examiners.

8.2. The Contractor shall be responsible for all Contractor's or Sub-contractor's equipment when brought onto the Land.

8.3. The Master Developer shall not be liable for any loss or damage to any of the Contractor's equipment.

9. Contractors' Camp

9.1. The Contractor shall provide to the DCC a Site establishment plan detailing the positioning of any proposed laborcamp, workshop and storage facilities, ablution block, temporary canteen facilities, refueling points for vehicles and machinery (in case refueling is done on-site), areas for unloading and cleaning concrete mixers, placement of tower cranes, locations for temporary treatment facilities (if required), placement of mobile transformers or diesel generators, etc. for approval by the DCC.

9.2. Use of the labor camp will be restricted to the contractor's personnel only and for purposes connected with Works. At night, only security personnel of the Owner or Contractor are allowed to be on the site.

9.3. All personnel residing in the labor camp must be registered with the DCC or its designated representative in writing prior to admission. Access to any camp facility will be strictly controlled by an access control system and Tatu City security personnel. Save for the security staff, the labor camp shall not be used as a residence.

10. Protection of the Environment

10.1. The Contractor shall take all reasonable steps to protect the environment (both on and off the Land) and to limit damage and nuisance to people and property resulting from pollution, noise and other results of the Works.

10.2. The Contractor shall ensure that emissions, surface discharges and effluent from the Contractor's Work shall not exceed the values prescribed by Applicable Laws.

10.3. The Contractor shall share an Environmental Management plan as per the current EMCA regulations and NEMA Guidelines.

11. Contractor's Staff

11.1. The Contractor shall ensure that all staff (including casual employees and staff employed by Sub-contractors) are suitably qualified and experienced for their respective roles and, if applicable, are duly registered by the required statutory agencies.

11.2. All Contractors and Sub-contractors must issue their long-term employees with an identification card, which shall contain the employee's-colored photograph, full name, designation and national identification number. For the short-term employees and all visitors not related to the Works, the Contractor shall keep a daily log to capture their full name, national identification number, and designation. The records should be available for inspection by DCC upon request.

11.3. The Contractor is responsible for the discipline of its members of staff.

11.4. The Contractor will provide project specific WIBA Insurance to cover the maximum number of people to be deployed on the site during the construction period.

11.5. The Contractor will ensure that its direct and indirect employees always have the statutory, DCC and ManCo recommended personal protective gear which based on the relevant work safety assessment may include but is not limited to the following:

a) Skin protection (e.g. protective clothing);

b) Respiratory protective equipment (RPE);

c) Eye protection (e.g. goggles);

d) Head protection (e.g. safety helmets);

e) Ear protection (e.g. earplugs);

f) Foot protection (e.g. steel toecap boots);

g) Hand and arm protection (e.g. gloves);

h) Body protection (e.g. high-visibility clothing); and

i) Fall protection (e.g. safety harnesses).

j) Any non-compliance will attract fines by the ManCo or DCC to be paid by either by the non-compliant employee, the Contractor or both as prescribed in Appendix III.

11.6. Contractor's staff movements shall be restricted to their designated places of work within the Land and/or Tatu City. Accessing unauthorized areas and trespass on other properties within or adjacent to Tatu City is strictly prohibited. Any person found accessing unauthorized areas without reasonable justification will be liable to payment of a spot fine and / or may be required to vacate Tatu City with or without notice.

11.7. If any Contractor's employee is found guilty of the following offences without reasonable justification the employee and/or the Contractor may be evicted from Tatu City and denied any opportunity to undertake any further Works on the Land;

11.7.1. disturbing or endangering the animal, fish or bird life;

11.7.2. stealing or removing material or goods from the Land and/or Tatu City without permission;

11.7.3. involvement with any form of violence or other disturbance or nuisance;and

11.7.4. undertaking or plotting to undertake any offence defined under the Penal Code.

11.8. Each Contractor shall be responsible for its sub-contractors, employees, suppliers, delivery personnel, and any other such agents associated with the project and works, for any damages to the Land and/ or Tatu City, and shall be directly liable to pay for any damages that may occur on the Land and/or Tatu City. The damages include damages to kerbs, roads, utility service installations, irrigation, streetscape, tree cutting if it was not permitted and or damage to private property.

11.9. The Contractor will take all reasonable measures necessary to ensure compliance with the Occupational Safety and Health Act (as amended from time to time) including provisions on record keeping and incident reporting.

11.10. The remedies set out in this Code will apply without prejudice to any other remedies available to the Master Developer and the DCC under the Master Declaration or at law.

12. Compliance

12.1. All Works undertaken on the Land shall be governed by the National Construction Authority Act (as amended from time to time) and accordingly, all Contractors, Contractor's employees and Sub-contractors are to observe the provisions thereof. Failure to do so may result in –

12.1.1. the suspension of the Works on the Land;

12.1.2. fines;

12.1.3. stop orders;

12.1.4. demolitions; and/or

12.1.5. such other remedies as may be available under the Master Declaration, Tatu City By-Laws or as prescribed by the national and county governments.

12.2. The Contractor shall comply with this Code, the Tatu City Material Policy, Tatu City Road Use Policy which can be accessed https://www.tatucity.com/wp-content/uploads/Road-Use-Policy-F.pdf , Tatu City EHS Policy Statement and all such policies as may be promulgated from time to time.

13. Fire and Smoking

13.1. The Contractor shall, where necessary, designate a smoking zone in line with the Tobacco Control Act, 2007.

13.2. Under no circumstances will smoking be allowed in areas not designated as "Smoking Zone" and any person contravening this rule may be asked to leave the Land and/or Tatu City.

13.3. Uncontrolled Fires shall not be permitted within Tatu City. Uncontrolled fires shall not be allowed without the express approval of Tatu City DCC.

13.4. Burning of any type of waste shall not be permitted within Tatu City. All Owners and Contractors must contact Tatu ManCo for proper disposal of various waste within Tatu City, in line with the Tatu City Integrated Solid Waste Management Policy which may be accessed at: https://www.tatucity.com/wp-content/uploads/TATU-CITY-WASTE-MANAGEMENT-POLICY-2023.pdf

14. Intoxication and Drug Use

14.1. No alcoholic beverages and/or illegal drugs will be allowed in any construction site within Tatu City.

14.2. Any person who is, or appears to be, intoxicated or under the influence of drugs or any other condition that may render, or be likely to render, him incapable of taking care of himself, or of persons under his charge, shall not enter, or be allowed to enter the Land.

14.3. The Contractor shall ensure that any employee under the influence of alcohol or drugs is excluded from the Land and shall report the incident to the security officer on duty as soon as possible.

14.4. Any non-compliance with the provisions of this clause will result immediate site closure and payment of fines as per the provisions of this Code and in case of illegal drugs, the matter will be reported to the police.

15. Entering Unauthorized Areas

15.1. A Contractor shall only enter those parts of Tatu City to which authorization has been granted. It must be emphasized that the Works may only take place inside the Land.

15.2. A Contractor is restricted to the Land and no Contractor or that Contractor's employees will be allowed to sit, walk or wander about other private properties within Tatu City.

15.3. If an employee of a Contractor is found outside the Contractor's site on the Land, the employee and/or the Contractor and/or the Contractor's foreman shall be issued with a verbal warning from the DCC in the presence of the Contractor's representative. Should the employee not adhere to the verbal warning and again be found outside the Contractor's site, the DCC shall be entitled (at its sole and absolute discretion) to –

15.3.1. remove the employee from the Land and deny any further access to such employee; and/or

15.3.2. in case of resistance to the requirement to leave the site, expel such an employee with the help of the Tatu City security service.

15.4. A Contractor shall not, without an Owner's prior written consent, (other than the Owner employing the Contractor) use any property belonging to such owner to unload or store any equipment, materials or for drive-through access to the Land. Any such areas which are authorised for use shall be hoarded prior to commencement of use.

16. Driving, Parking and Deliveries

16.1. Only recognized roads and aisles within Tatu City may be used, unless written permission is obtained from the DCC

16.2. The Contractor shall ensure that drivers drive carefully and obey traffic rules, adhere to Tatu City Road Use Policy which can be accessed at: https://www.tatucity.com/wp-content/uploads/Road-Use-Policy-F.pdf and signs when driving on Tatu City roads. All drivers must be in possession of a valid driver's license. Failure to adhere to this will result in fines and/or impoundment of non-compliant vehicles by the ManCo and access to the Land being denied to the driver. The Contractor shall be responsible for all Sub-contractors and their actions.

16.3. Suppliers to the Land must know the plot number for delivery or access will be denied.

16.4. Notwithstanding the provisions of the Traffic Act, all drivers must obey any speed limit or other traffic safety measures introduced by Tatu City.

16.5. Any movement of oversized or abnormal equipment or goods on Tatu City roads must be approved in written by the DCC based on the provision of the following information:

16.5.1. planned date of transportation of oversized cargo;

16.5.2. weight-dimensional parameters of automotive equipment and cargo;

16.5.3. turning radii of automotive vehicles;

16.5.4. type and quantity of lifting equipment, its features and limitations;

16.5.5. the need for police or another escort and additional marking of the transport corridor; and

16.5.6. any other information requested by the DCC.

17. Site House-Keeping, Tidiness and Waste Disposal

17.1. All measurements and activities related to waste management, house-keeping, tidiness and waste disposal on the site must be described in the construction management plan or such other document which contains the contractor's plan on project phasing, logistics and impact on the environment.

17.2. The Contractor shall maintain the Land in a clean and tidy condition in accordance with the Tatu City EHS Policy.

17.3. It is the Contractor's responsibility to ensure that all scrap and building rubble originating from the Works is removed from the Land to a suitable Tatu City approved stockpile or dumping site(s) or for external disposal. Accumulation of clean natural soil for backfill shall be neatly stockpiled and dealt with in terms of the SEA and EIA as well as the Tatu City Earth Material Management Policy which can be accessed via the terms and conditions page on Tatu City Website, or using the link https://www.tatucity.com/wp-content/uploads/TATU-CITY-EARTH-MATERIAL-MANAGEMENT-POLICY_2024.pdf : Where materials vary in consistency and type hence there must be separation between stockpiles in the designated stockpiling and dumping sites. A license from NEMA must be issued for temporary waste storage areas within Tatu City. The Master Developer and/or the DCC shall control all movement of natural earth material into,out of and within the confines of Tatu City.

17.4. All waste shall be dealt with in terms of an EHS plan prepared by the Contractor and approved by the DCC and the ManCo. The EHS plan shall address the way in which the Contractor will comply with the management of waste disposal, recycling of waste, and mitigating dust, spillage, debris on Common Areas. The ManCo may provide waste disposal facilities at a cost to the Contractor.

17.5. No concrete, cement or such may be temporarily stored, or mixed or prepared on any of the roadways, kerbs and pavements or Common Areas and outside of the Land. No place where cement is stored or concrete/mortar is mixed shall allow mortar, concrete or cement to enter the soil or ground. Any recorded case of such a damage or harm will lead to the stoppage of the relevant Work, assessment of damage/harm, as well as a corresponding fine to the contractor.

17.6. Materials that are offloaded by a supplier of the Contractor may not encroach onto the adjacent land, the pavement or roadways. The Contractor shall move the material offloaded outside of the Land within 1 (one) hour, failure to which

appropriate penalties shall apply.

17.7. The Contractor is also responsible for removal of any sand, mud or rubble that may have washed or moved onto the pavement or roadways. this clean up should be done within 1 (one) hour of the said spillage failure to which appropriate penalties may apply.

17.8. Noise and dust reduction is essential, and the Contractor shall endeavor whenever possible to limit unnecessary noise, especially employee loud talking, shouting or whistling, radios, sirens or hooters, motor revving. Mitigation measures for the reduction of dust as stated in the SEA, EIA or Tatu City EHS Policy must be adhered to at all times.

17.9. The Contractor is to ensure that the roads in the vicinity of the Land are always kept neat and tidy, including materials, mud or soil that may have been driven or dropped onto the road or sidewalk.

17.10. All emergency exits/access for staff and vehicles must be kept clear at all times.

17.11. With the dams, rivers and water features in Tatu City, pollution and contamination of groundwater and run-off water is particularly sensitive. Contractors shall ensure special care in their handling, disposal and cleaning-up operations and adhere to the regulations as stipulated in the SEA and EIA. Special preventative control must be taken on waterfront sites to avoid spillage.

17.12. Tatu City Water and Sanitation Company SEZ Limited which is Tatu City's water and sanitation affiliate company, will carry out regular testing of water courses to ensure the Contractor's environmental controls are in place.

17.13. Contractor's making arrangements for food preparation on site must use certified gas or electric equipment for food heating and warming. The cooking and cafeteria facility should be compliant to the requirements of Public Health Act and registered at the Tatu City Labour Desk. The Contractor shall provide temporary portable toilet facilities for each gender or use water tight cesspits, septic tank or bio digesters as approved by DCC or its designated representative during construction. Alternatively, the ManCo will provide the toilet facilities upon Contractor's request and expense. If the Contractor fails to install toilet facilities on the Land and does not assist in their installation by DCC, the latter has the right to suspend the Works on the Land until this violation is rectified.

17.14. No certificate of completion will be issued by the DCC unless it is satisfied that the Land is entirely cleared of all rubble, surplus material is removed, and is left clean, and any damage to roadways and other infrastructure caused by the Contractor has been reinstated to the satisfaction of DCC. In the event of any suspicion of contamination of soil, water reservoir or other environmental objects, the DCC has a right to conduct an environmental study with the involvement of an independent third party, and if such contamination is confirmed by the third party, appropriate measures, fines, as well as the cost of the study and remediation will be charged to Contractor.

17.15. Should the Contractor not fulfil this obligation after receipt of written notice from DCC requesting the Contractor to remove scrap and building rubble, DCC may proceed to clean the Land to their satisfaction and the Contractor and/or the Owner shall be

liable to reimburse any costs reasonably incurred by the Master Developer and/or DCC in this regard.

17.16. Once the Land has been handed over to the Contractor and until the Works are completed, no other non-construction activities may take place on the Site.

18. Evacuation on Completion of the Works

18.1. Upon completion of the Works, the Contractor shall ensure that all areas have been restored to the level they were at the commencement of the Works, reasonable wear and tear allowed. This includes but is not limited to the following:

18.1.1. Contractor's camp;

18.1.2. temporary storage areas along the Land;

18.1.3. excavations/borrow pits (located withing the boundaries of the Land and outside); and

18.1.4. any other areas within the boundaries of the Land, as well as outside it, which were used by the Contractor in agreement with the DCC.

18.2. The Contractor shall invite DCC to confirm that all works have been done within the boundaries of the Land. In the event of encroachment, the contractor shall be required to remedy before issuance of compliance certificate by DCC.

18.3. The Contractor shall not vacate the Land before all applicable matters outstanding (including but not limited to certificates, other documentation, fees and fines) have been resolved with the DCC.

19. Contravention of the Guidelines and Penalties

19.1. Any practice undertaken by a Contractor on the Land likely to cause injury or loss of life will not be tolerated by the DCC. Failure to remedy such breach within a reasonable period prescribed by notice issued by the Master Developer and/or DCC may lead to suspension of Works.

19.2. Any fine imposed on the Contractor shall be deemed to be a debt due and payable by the Contractor or Owner forthwith on demand.

20. Damage to the Master Developer's Improvements and Developments

20.1. If any vehicles or any building materials of the Contractor, Owner or their staff, agents or Sub-contractors – or any other action by them – causes damage and/or litters the surface of any area of Tatu City and its improvements (including finished roads within Tatu City) the Master Developer may at its discretion either:

20.1.1. require the Contractor and/or Owner to repair the damage to the Master Developer's satisfaction and, in such instance, the Contractor must comply within the prescribed time; or

20.1.2. repair and clean any such area and/or road and shall be entitled to claim all costs of any such repairs and/or cleaning from the Contractor and/or Owner.

21. Indemnity by the Contractor and Owner

The Contractor, it's subcontractors whether nominated or appointment and Owner shall be jointly and severally liable for - and hereby indemnify the Master Developer and DCC - in respect of any loss, harm or damage suffered or incurred (including reasonably incurred legal fees for defending any claims) on the Land or Tatu City, or injury to persons, or death arising from the negligence, breach of statutory duty or default of the Contractoror the Contractor's employees, agents, Sub-contractors or suppliers.

22. Signage and Hoarding

22.1. Two approved building boards (as per DCC Project Notice Board Guidelines which are accessible at: https://www.tatucity.com/wp-content/uploads/Project-Notice-Board-2023-002.pdf shall be erected on the Land. This includes an EHS board (minimum of A0 size) and one project Notice board in terms of the Tatu City guidelines which are available at:https://www.tatucity.com/wp-content/uploads/Project-Notice-Board-2023-002.pdf . An application indicating the size and position of the boards is to be submitted to the DCC for approval prior to installation. Boards are to be maintained in a level position and must be removed immediately after completion of the Works. Both boards are to be in good condition throughout the construction period.

22.2. Unless otherwise approved in writing by DCC prior to the commencement of the Works, the Land (including tips, material storage areas and ablution facilities) must be enclosed on all sides by a minimum of 2.1meters high hoarding screen, save that provision may be made for access to the Land. Where the development abuts an occupied property, the minimum hoarding facing that property shall be 4.5 meters.

22.3. Unless otherwise approved in writing by DCC prior to commencement of the Works the hoarding colour code shall be 2553C (Mayfair).

22.4. The hoarding (unless otherwise determined by DCC) must be a neat pole structure (placed at regular intervals) with stable horizontal members top and bottom, covered with iron sheet painted using the color described in Clause 22.3 above or material otherwise agreed by DCC. The hoarding shall be maintained and be neat at all times.

22.5. Advertising on hoarding and within the Land may be allowed within Industrial and Commercial precincts only with the prior written approval of the DCC, and upon payment of a fee as per the invoice provided by the ManCo.

22.6. The hoarding must be removed on completion of the Works, or when requested by the DCC or its Authorized Representative.

22.7. Should the DCC consider that special hoardings are required to protect third parties either within or beyond the Land, their decision is final and the Contractor must comply with all such requirements.

23. Working Hours

23.1. Construction hours are limited from 08h00 to 17h00 and not evenings as set out in the SEA and EIA, and subject to changes as deemed necessary by the DCC and or, if applicable, any statutory agency.

23.2. Prior written approval, in the form of a permit, may be obtained from DCC for work outside of these hours. No construction activities will be permitted on public holidays or Sundays except with prior written approval from DCC or its Authorized Representative. Requests to work on public holidays or Sundays must be received by DCC before 1600hrs of the last business day preceding the Sunday or holiday.

24. Labour and Human Rights

24.1. The Master Developer is committed towards the protection of the labour laws, human rights, and immigration laws and therefore expects the Contractor to comply with all applicable laws and regulations including but not limited to the Employment Act and the Labour Relations Act.

24.2. The Contractor shall ensure that:

24.2.1. the Contractor shall not employ forced labour, which consists of any work or service, not voluntarily performed, that is exacted from an individual under threat of force or penalty, and includes any kind of involuntary or compulsory labour, such as indentured labour, bonded labour or similar labour-contracting arrangements;

24.2.2. under no circumstances shall a Contractor employ a child; and

24.2.3. in case of an employee who is a foreigner, such employee has the necessary documentation issued by the Department of Immigration in Kenya indicating that he is permitted to work for the Contractor.

25. Health and Safety

25.1. The Contractor must strictly follow the Tatu City EHS policy.

25.2. The Contractor shall at all times take all reasonable precautions to maintain the health and safety of the Contractor's personnel.

25.3. In collaboration with local health authorities, the Contractor shall ensure that first aid facilities are available at all times at the Land, and that suitable arrangements are made for all necessary welfare and hygiene requirements and for the prevention of epidemics.

25.4. Subject to the nature of the Works, the Contractor shall appoint a competent EHS officer at the Land, responsible for maintaining safety and protection against accidents. This person shall be qualified for this responsibility, and shall have the authority to issue instructions and take protective measures to prevent accidents. The Contractor shall share with the DCC, details of any accident in accordance with OSHA 2007 soon after its occurrence.

25.5. The Contractor shall maintain records and make reports concerning health, safety and welfare of persons, and damage to property, as the Owner may reasonably require and shall, upon request of the DCC, make these reports available for inspection. Monthly EHS reports shall be shared with the DCC.

26. Harassment

26.1. The Master Developer is committed to a work environment in which all individuals are treated with respect and dignity. All interactions must be business-like and free from harassment.

26.2. Sexual harassment comprises unwanted sexual advances, visual, verbal, or physical conduct of a sexual nature. This description includes many forms of offensive behavior and includes gender-based harassment with a person of the same sex as the harasser. Examples include but not limited to:

26.2.1. unwanted sexual advances;

26.2.2. offering employment benefits in exchange for sexual favors;

26.2.3. visual conduct that includes making derogatory comments or jokes, leering,making sexual gestures, or displaying of sexually suggestive objects or pictures;

26.2.4. physical conduct that includes touching, assaulting, or impeding or blocking movements; and

26.2.5. unwelcome sexual advances (either verbal or physical) and requests for sexual favors.

26.2.6. Any sexual harassment of the staff or agents of the Contractors, Master Developer, the DCC or the ManCo is strictly prohibited. Any proven offenders will be liable to being expelled from Tatu City, without prejudice to any other remedies that may be available at law.

27. General

A Contractor shall –

27.1. Use its best endeavours to maintain safety, security, and a clean and tidy environment at Tatu City while undertaking the Works and shall at all times comply with the provisions of this Code together with:

27.1.1. the terms and conditions of the ESMP;

27.1.2. the requirements of the EIA;

27.1.3. the Tatu City Road Use Policy;

27.1.4. the Tatu City Material Management Policy;

27.1.5. the Tatu City EHS Policy;

27.1.6. Tatu City Waste Management Policy;

27.1.7. Tatu City Advertising and Signage Policy;

27.1.8. Tatu City Noise Policy; and

27.1.9. Tatu City Sports and Recreation Policy.

27.2. report any theft, accident or unusual occurrence to Security immediately;

27.3. report any fire, gas or spillage of acid or industrial waste to the security response team and DCC;

27.4. not be allowed to bring any unlicensed firearms or traditional weapons onto the Land without the prior written approval of the DCC;

27.5. ensure that its staff and all Sub-contractors, their staff, and suppliers observe the speed limit as determined by the DCC and the Manco. Due care must also be taken by all vehicles not to block the thoroughfare of the road;

27.6. conduct its operation in a reason able and co-operative manner and should the DCC and ManCo have any concern with the conduct of the Contractor, the Sub-contractor or his suppliers and any of their employees, the DCC reserves the right to suspend the Works either indefinitely or until such undesirable conduct is rectified;

27.7. Vehicles leaking oil and fluids will not be permitted to drive or park on the roadways, drip trays/spill kits must be utilized as specified in the project Environmental Management Plan and spillage must be dealt with accordingly.

27.8. If any provisions of this Code are vague and/or incomplete in any respect and/or if any dispute arises with regard to the interpretation of this Code, the matter shall be determined in accordance with the provision of the Grievance Handling Policy;

27.9. The Contractor and Owner shall be held jointly and severally liable for ensuring compliance with this Code;

27.10. The Master Developer and / or the DCC reserves the right to modify or supplement this Code at any time by publishing the revised version on the DCC website;

27.11. This Code shall be read together with the Master Declaration, the lease granted in respect of the Land and applicable laws and regulations; and

27.12. This Code shall be governed by the laws of the Republic of Kenya.

Appendix I:

Client Information	
Name	
Address	
Telephone	
e-mail address	
Signature	
Date signed	
Main Contractors Information	
Name	
Address	
Telephone	
e-mail address	
Signature	
Date signed	
Project Manager / Client Rep	
Name	
Address	
Telephone	
e-mail address	
Signature	
Date signed	

Attachments:

(i) Copy of Certificate of Incorporation;
(ii) Appointment letter from the Owner;
(iii) NCA approval;
(iv) List of staff (full name, ID number and designation); and
(v) List of Sub-contractors (full name, ID / company number and designation).

Appendix II: Emergency Contacts

The Tatu City Emergency contact is +254 786 270 127.

The available emergency services include Tatu City Ambulance Services, Fire Emergency Services, Tatu City Security and the City Management Helpdesk.

TATU CITY

EMERGENCY RESPONSE PROCEDURES

1. Piga simu **0786 270 127**
2. Taja kampuni/mahali ulipo Kuwa sahihi
3. Elezea tukio lililofanyika (gari linalotiliwa shaka, moto, wizi, n.k.)
4. Taja ikiwa kuna majeraha yoyote yanayohitaji gari la wagonjwa

Kituo cha **Opareshen ya Usalama wa Tatu City (SOC)** kitatafuta na kutuma mahali ulipo Kitengo cha Timu ya Usalama wa dharura kilicho karibu nawe.

1. Call **0786 270 127**
2. State your company/location Be precise
3. Describe the incident (suspicious vehicle, fire, robbery, etc.)
4. State whether there are any injuries that require an ambulance

The **Tatu City Security Operation Centre (SOC)** will locate the closest Response Team unit to send to your location.

Muhumed Sheikh
Head of Security, Tatu City Limited

Appendix III: Prescribed Fines

The DCC will impose fines at its discretion, up to the prescribed minimum fee. This Appendix may be varied by the DCC at any time provided that any amendments shall not apply retrospectively.

28. DCC Rate Card

Description	Penalty 1	Penalty 2	Penalty 3
Any non-compliance relating to non-payment of fees under Clause 4.	KES 50,000	KES 100,000	Access blocked and at DCC's discretion only reopened subject to compliance with DCC's pre-requisite conditions.
Any non-compliance relating to Pre-requisites for commencement of works under Clause 5.	KES 50,000	KES 100,000	Access blocked and at DCC's discretion only reopened subject to compliance with DCC's pre-requisite conditions.
Any non-compliance relating to inspection and audit under Clause 6.	KES 50,000	KES 100,000	Access blocked and at DCC's discretion only reopened subject to compliance with DCC's pre-requisite conditions.
Any non-compliance relating to Land access and egress under Clause 7.	KES 50,000	KES 100,000	Access blocked and at DCC's discretion only reopened subject to compliance with DCC's pre-requisite conditions.
Any non-compliance relating to Contractor's camp and equipment under Clauses 8 and 9.	KES 50,000	KES 100,000	Access blocked and at DCC's discretion only reopened subject to compliance with DCC's pre-requisite conditions.
Any non-compliance relating to Contractor's staff and sub-contractors (per individual staff violation and/or cost of damages to private property) under Clauses 11.	KES 5,000	KES 10,000	Access blocked and at DCC's discretion only re-opened subject to compliance with DCC's pre-requisite conditions.
Any non-compliance relating to Fire and Smoking (per individual violation) under Clause 13.	KES 50,000 KES 5,000	KES 100,000 KES 10,000	Access blocked and at DCC's discretion only reopened subject to compliance with DCC's pre-requisite conditions.
Any non-compliance relating to Intoxication / drugs use under Clause 14.	KES 5,000 per person KES 50,000 by the Contractor	KES 10,000 per person KES 100,000 payable by the Contractor	Access blocked and at DCC's discretion only reopened subject to compliance with DCC's pre-requisite conditions.
Any non-compliance relating to Entering unauthorized areas under Clause 15.	KES 50,000	KES 100,000	Access blocked and at DCC's discretion only reopened subject to compliance with DCC's

			pre-requisite conditions.

Any non-compliance relating to Driving, parking and deliveries violations under Clause 16.	KES 5,000	KES 10,000	Access blocked and at DCC's discretion only reopened subject to compliance with DCC's pre-requisite conditions.
Any non-compliance relating to Site house-keeping and waste disposal violations under Clause 17.	KES 50,000	KES 100,000	Access blocked and at DCC's discretion only reopened subject to compliance with DCC's pre-requisite conditions.
Any non-compliance relating to Inappropriate site evacuation upon completion of contract under Clause 18.	KES 50,000	KES 100,000	Access blocked and at DCC's discretion only reopened subject to compliance with DCC's pre-requisite conditions.
Any non-compliance relating to General Contravention of DCC guidelines, policies and procedures under Clause 19.	KES 50,000	KES 100,000	Access blocked and at DCC's discretion only reopened subject to compliance with DCC's pre-requisite conditions.
Any non-compliance relating to Contravention of DCC guidelines, policies and procedures resulting to real or possible HSE Hazards.	KES 550,000 plus site closure	KES 750,000 plus site closure	Access blocked and at DCC's discretion only reopened subject to compliance with DCC's pre-requisite conditions.
Any non-compliance relating to Damage to Master Developer's improvements and developments under Clause 20.	Cost of repairs + KES 50,000	KES 100,000	Access blocked and at DCC's discretion only reopened subject to compliance with DCC's pre-requisite conditions.
Any non-compliance relating to Inappropriate or No Signage and hoarding under Clause 22.	KES 10,000	KES 50,000	Access blocked and at DCC's discretion only reopened subject to compliance with DCC's pre-requisite conditions.
Any non-compliance relating to Working hours under Clause 23.	KES 10,000 KES 10,000 per additional hour	KES 50,000 KES 25,000 per additional hour	Access blocked and at DCC's discretion only reopened subject to compliance with DCC's pre-requisite conditions.
Any non-compliance relating to Unauthorized earth material excavation and or haulage.	At least KES 50,000 plus the cost of material and remediation.	At least KES 100,000 plus impounding of truck etc. and the cost of material and remediation.	Access blocked and at DCC's discretion only reopened subject to compliance with DCC's pre-requisite conditions.

Any non-compliance relating to Debris/ any solid or liquid material spillage along any roadways, kerbs or any unapproved site.	At least KES. 25,000 plus cost of clean-up	At least KES. 50,000 plus cost of clean-up	Access blocked and at DCC's discretion only reopened subject to compliance with DCC's pre-requisite conditions.
Any non-compliance relating to Environmental pollution (liquid effluent discharge and air pollution).	At least KES. 50,000 plus cost of clean-up	At least KES. 100,000 plus cost of clean-up	Access blocked and at DCC's discretion only reopened subject to compliance with DCC's pre-requisite conditions.
Any non-compliance relating to Site Establishment Plan.	KES. 10,000	KES. 25,000	Access blocked and at DCC's discretion only reopened subject to compliance with DCC's pre-requisite conditions.
Any non-compliance relating to display of Approved Health and Safety Plan displayed onsite.	KES. 10,000	KES. 25,000	Access blocked and at DCC's discretion only reopened subject to compliance with DCC's pre-requisite conditions.
Any non-compliance relating to applicable DCC approved PPEs (safety shoes, gloves, helmets, reflective jackets, coveralls, eye protection, earplugs/ear muffs.	KES. 25,000	KES. 50,000	Access blocked and at DCC's discretion only reopened subject to compliance with DCC's pre-requisite conditions.
Any non-compliance relating to working in confined spaces and at heights without safety harnesses and other safety measures in place.	KES. 20,000	KES. 50,000	Access blocked and at DCC's discretion only reopened subject to compliance with DCC's pre-requisite conditions.
Any non-compliance relating to unsecured pits, power cables and infrastructure, storm and sewer manholes.	KES. 10,000	KES. 50,000	Access blocked and at DCC's discretion only reopened subject to compliance with DCC's pre-requisite conditions.
Any non-compliance relating to toilet facilities.	KES. 35,000	KES. 50,000	Access blocked and at DCC's discretion only reopened subject to compliance with DCC's pre-requisite conditions.
Any non-compliance relating to Sexual abuse.	Reported to police	Reported to police	Reported to police.

Appendix 4 Projected Key Milestone Dates

Milestones	Date / Month
Site Handover Date	
Planned Start and Completion of Foundation works	
Planned Start and Completion of the substructure and superstructure	
Planned Start and Completion of Civil Works	
Planned Start and Completion of Finishes	
Planned Start and Completion of Landscaping	
Expected Dates for temporary and permanent Water Connection	
Expected Dates for temporary and permanent Power Connection	
Expected Dates for Internet Connection	
Expected Dates for Sewer Connection	
Expected Dates for Access Works	
Planned Partial Occupation Date	
Planned Full Occupation Date	

DCC SITE INSTRUCTIONS FORM

Serial No.

☐ DCC Site Instruction ☐ DCC Violation Notice ☐ DCC Improvement Notice ☐ DCC Work Stop Order

Project Name _____ Contractor Name _____

ISSUE(S) DESCRIPTION

RECOMMENDATIONS

REFERENCE DOCUMENT(S)

ISSUED BY

Name _____ Date _____

Designation _____ Signature _____ Time _____

RECEIVED BY

Name _____ Date _____

Designation _____ Signature _____ Time _____

Appendix 5 DCC_024