



CLEANALL ENVIRONMENTAL SERVICES LIMITED

Staff Induction Manual



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PURPOSE OF THE MANUAL

The policy of the company is to ensure that all personnel are trained and experienced to the extent necessary to undertake their assigned activities and responsibilities effectively. The company generally endeavours to recruit employees capable of meeting the technical, skill, experience and educational requirements of the company's activities.

All staff and senior employees are responsible for recommending the training needs of others and for ensuring that all employees allocated specific tasks are suitably qualified and experienced to execute those tasks. Once training needs are identified these are provided under the approval of the Directors.

Full records are maintained of all training undertaken by employees.

Company Manual

The manual is designed to assist organisation document training policies and rules. In 2015 the manual has been updated to better reflect training activities of the Company.

This manual describes the products and services of Cleanall Environmental Services Limited as well as Company's Training Policies and Procedures.

Manual Layout

There are six sections in the manual which cover all the components of a quality management system that will guide you through the training. Key policy statements are outlined under each heading. The main sections of the manual are:

1. Background information on Cleanall Environmental Services Limited
2. The vision and mission of Cleanall Environmental Services Limited
3. The way Cleanall Environmental Services Limited manages its company
4. The way Cleanall Environmental Services Limited administers its company
5. How Cleanall Environmental Services Limited conduct training
6. Important company documents

SECTION 1: OUR COMPANY

1.1 Introduction

Cleanall Environmental Services Limited is uniquely situated to meet the high expectations of our customers. As suppliers of integrated products and services, we satisfy customers' needs with carefully engineered, cost efficient solutions. Our standard quality generally exceeds the most stringent global requirements. Cleanall Environmental Services Limited, together with its subsidiaries supplies customers with a wide range of technological advanced products and services.

1.2 Company Background

In 1994 Daniel Ihediohanma Kanu (DIK) founded Cleanall Environmental Services Limited, a trading company with initial focus on construction and importation of commodities from the United States into Nigeria. The company later diversified into real estate, hospitality, oil and gas, environmental services and supplies.

In April 1998, Cleanall Environmental Services Ltd. was awarded Oil Prospecting License, an ultra-deep water oil block offshore the Nigerian coast

Same year, in May, Cleanall Environmental Services Ltd. enters into discussion with Marathon Oil Corporation USA for the exploration and development of the oil block.

In 2008 Daniel Kanu trademarked his name and sold it to Cleanall Environmental Services Ltd for promotion of the company's business and operation purposes as a part of a Corporate Branding.

Cleanall Environmental Services Ltd currently functions as a holding company and support base for its various subsidiaries.

SECTION 2: OUR VISION AND MISSION

2.1 Vision

It is our vision to continually improve all aspects of the world in which we operate - environment, social, economic - creating a better tomorrow. Our vision is put into action through high quality, innovative products and services we offer, and a focus on activities to benefit society.

2.2 Mission

Our mission is to provide unparalleled quality pre-emptive integrated products and services to our customers' world - wide.

2.3 Quality Management

Cleanall Environmental Services Limited leads by example to its customers, that by adopting the principles and intent of quality management practices, our company can continuously improve and expand our business standing and reputation.

Cleanall Environmental Services Limited aims to be respected by our customers and partners for our attitude and behaviour towards them and the quality of our work and services.

Cleanall Environmental Services Limited also seeks to have a working environment and culture in which employees are happy, motivated, enthusiastic, and take pride in their company.

2.4 Code of Ethics

Cleanall Environmental Services Limited believes that sustainable success can only be achieved through a consistent and passionate adherence to a strong set of values. These values are described below:

Our Customers

Our customers provide our livelihood.

Our customers are the focus of everything we do.

We understand our customers' needs and consistently deliver the best solutions.

We conduct our business affairs to the highest ethical standards ensuring there is no conflict of interest and work diligently to be a respected member of the business community.

Our People

Our leadership and management philosophies and strategies are designed to facilitate the realisation of each person's full potential.

We treat each other fairly, and with respect for individual dignity.

We adhere to the highest standards for the safe operation of our business and the protection of our people.

We accept the highest level of personal responsibility for our actions and the consequences that follow thereof.

Our Community

We understand the needs and aspirations of our community and participate in initiatives to foster its ongoing development.

2.5 Code of Practice

Our Code of Practice summarises our operational policies and our commitment to quality.

Cleanall Environmental Services Limited:

- is committed to the provision of a high standard of quality and continuous improvement of its services.
- complies with all national and state regulatory and legislative requirements.
- implements, monitors and maintains effective financial management procedures
- maintains secure, accurate and confidential Human Resources, customer and financial records
- advertises and markets its services openly, honestly and with integrity.
- recruits employees on the basis of access and equity.
- inducts new recruits to the organisation's policies, procedures and practices, and to their own roles and responsibilities
- ensures a safe and healthy environment for its employees.
- prohibits discrimination in any form towards any employee, trainee or customer.
- manages the on-going development and performance of employees.
- encourages feedback and evaluation on its performance.

2.6 Legislative and Regulatory Requirements

Cleanall Environmental Services Limited ensures that all staffs are aware of and complies with all necessary legislative and regulatory requirements:

Discrimination and Harassment

Cleanall Environmental Services Limited is an equal opportunity employer. We believe that all employees are entitled to be treated on the basis of their ability and merit, and to work in an environment which is free of discrimination. Through this, the full potential of employees can be developed and the overall effectiveness of the company increased.

Accordingly, all employees are entitled to access employment, promotion, training and transfers on the basis of merit, and will be assessed on the basis of their skills, qualifications, abilities, prior work performance and attitude.

All policies and practices are based on the merit principle. This means selecting and/or rewarding the best person in each situation; it does not mean there will be favouritism or quotas.

Cleanall Environmental Services Limited management ensures that all employees are treated equitably and are not subject to discrimination or harassment. We also ensure that people who make complaints, or those who are witnesses to complaints, are not victimised in any way.

Incidents of discrimination, victimisation and/or bullying are not tolerated.

If anyone believes that discrimination, harassment or bullying in relation to their employment by Cleanall Environmental Services Limited has occurred, the issue should be raised with the relevant manager. In the case of suggestions of inappropriate action by a manager, the issue/s should be raised with the Managing Director.

Where harassment is involved, any disciplinary action taken by Cleanall Environmental Services Limited must involve the preliminary approval of the Managing Director as it may involve termination of employment or, if the harassment continues, may pose a threat to continued employment.

The existence of this Policy, and its likely effect on employment if breached, must be brought to the notice of all current employees, and raised with all new employees, by managers and supervisors.

Access and Equity

Cleanall Environmental Services Limited is committed to the goals of equal opportunity in vocational education training and employment. All members of the management team support this goal, which is also a legal requirement in all workplaces.

Cleanall Environmental Services Limited aims to provide a work and training environment for staffs, apprentices and trainees that embraces equity, fairness and respect for social and cultural diversity. Furthermore we foster a culture that is free from unlawful discrimination, harassment and vilification as determined by legislation.

Cleanall Environmental Services Limited depends on the continued co-operation of all staff members to implement its goals.

Health and Safety

Cleanall Environmental Services Limited objective is to provide a safe workplace environment designed in accordance with our Health and Safety Policies. All accidents must be reported and recorded as soon as possible. Cleanall Environmental Services Limited believes that safety is everyone's responsibility.

2.7 External Monitoring

Cleanall Environmental Services Limited Headquarters Top Management makes contact with employees on daily bases. The aim is to provide employees with regular constructive feedback on their performance and to create a framework for open discussion between the employees and employer. It is employee's duty to report to their respective place of work on a daily bases, no matter what the position or branch of the company.

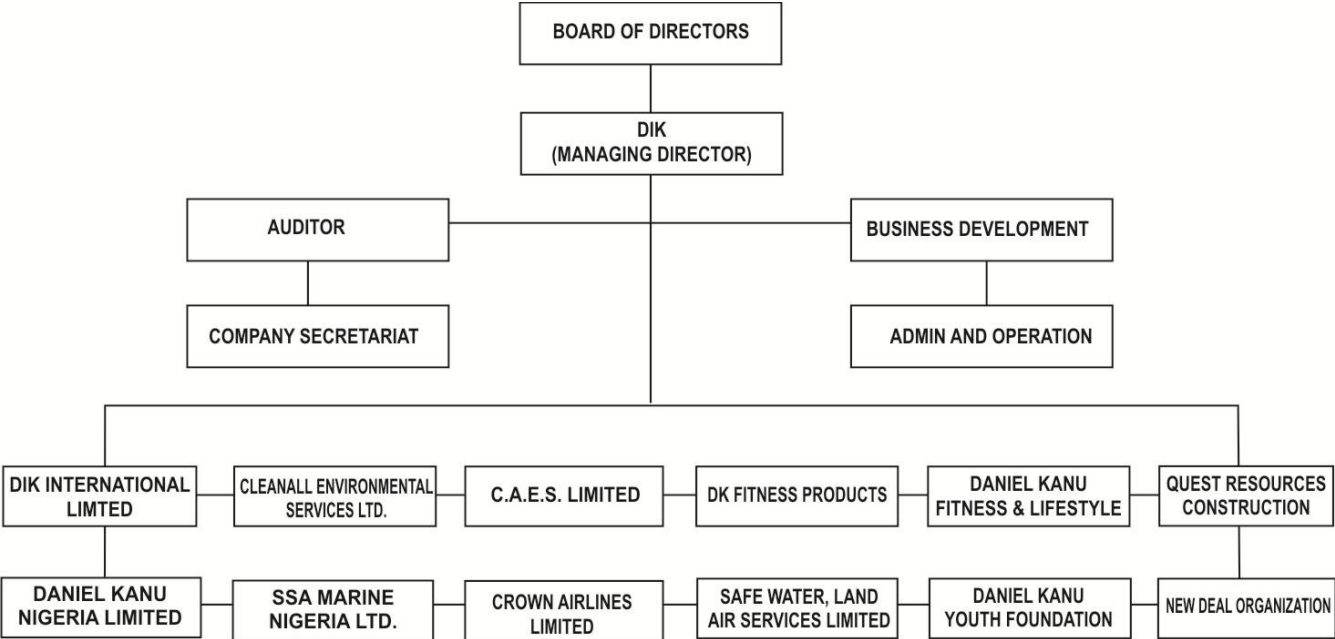
SECTION 3: COMPANY MANAGEMENT

3.1 Directors

Cleanall Environmental Services Limited is overseen by Board of Directors with Daniel Kanu, Managing Director.



3.2 Organizational Structure



3.3 Responsibilities and Authorities

Organization

The organizational chart showing functional relationships is shown in Section 3.2.

Position descriptions detailing responsibilities and authorities for all staff are documented and maintained in personnel files.

Responsibilities and authorities are explained to new staff via training process. Position descriptions are signed by the particular staff members as evidence of completion and effectiveness of our induction process.

Policies

Cleanall Environmental Services Limited Policies and Procedures, as documented in this manual, describe the way in which we conduct our business.

These policies have been designed to meet the needs of the Company and are continually reviewed regarding the need for improvement and/or suitability.

New staff is made aware of the policies during induction and they are prominently displayed within our premises.

3.4 Management System Review

The management system is reviewed as required as part of managers' meetings.

The purpose of the Management Meetings is to assess the suitability and effectiveness of our system, and to determine whether any changes in policy, procedure, methods or objectives are considered necessary to meet current and future needs.

Records of these meetings are kept in formal forms.

Input

Agenda for managers' meetings usually includes amongst other issues:

- action items arising from earlier meetings
- results of Management System Reviews
- customer feedback
- departmental performances
- status of any new or outstanding problems and their solutions
- suitability of our quality system and any need for change
- appropriateness of existing policies and procedures.

Output

Minutes of meetings are taken, and responsibility for actions is allocated together with a time frame for action.

Actions are monitored and reviewed at subsequent meetings.

3.5 System Structure

General

The documented management system that Cleanall Environmental Services Limited uses consists of three basic levels:

- Level 1 Our Company Manual that documents our background, policies, and responsibilities, and explains the various controls in place to ensure that we conform to relevant industry criteria and continually meet our stakeholder requirements.
- Level 2 Procedures that describe how the various Cleanall Environmental Services Limited processes are performed.
- Level 3 Checklists, forms and other documentation which provide guidance for implementing specific activities.

Management System Control

The effective implementation of the management system is monitored.

3.6 Business Planning and Marketing

Cleanall Environmental Services Limited business strategy is developed and maintained using a dynamic process driven by our chosen customers. The fundamental elements of this process are that we:

- select our markets
- identify our potential customers
- establish the needs of our customers
- develop and deliver quality products and services to our customers
- check that our customers are happy with our products and services
- modify our products and services to better meet our customers' needs as appropriate

We use different systems to ensure a strong, ongoing link between our business strategy and the day-to-day operations of the business. It provides us with a clear framework to establish strong cause and effect relationships between the financial goals of the company, the needs of our customers and our capacity to meet these needs. It also provides a clear set of measures and early warning system to monitor our performance and enable prompt and effective responses where performance is not matching expectations.

3.7 Financial Management

Our objective is to ensure that pricing of services by Cleanall Environmental Services Limited produces an operational surplus. We aim to meet the daily cash requirements of the company and its subsidiaries through the effective management of fixed term deposits, bank overdraft facilities and other cash on hand.

SECTION 4: ADMINISTRATION

4.1 Human Resources (Company Staff and Contractors)

It is the responsibility of Cleanall Environmental Services Limited to recruit, select, train, develop, and then maintain quality staff that is satisfied and motivated to achieve company goals. Cleanall Environmental Services Limited supports and encourages the personal growth and development of all our employees.

4.2 Staff Recruitment/Induction/Development

Cleanall Environmental Services Limited regards the use of appropriately trained staff to be essential in maintaining the high standard of its equipment and services.

All staff receive instruction in the operation of the management system and the principles embodied in the company's policies during their initial induction process.

All required skills are identified and documented.

Management is responsible for reviewing the level of staff competence within the company and for identifying where additional training may be required. Training needs are discussed as part of Management meetings.

Competence is demonstrated by the ability to do the job through:

- experience and/or
- qualifications and/or
- training (internal or external).

Documentary evidence of experience and/or training and/or qualifications is maintained.

4.3 Records Management

Cleanall Environmental Services Limited staff is responsible for ensuring that all records are properly maintained to demonstrate the operation and the effectiveness of our business.

The following are examples of records:

- customer requests
- customer contact records
- training records
- purchasing records
- management meeting minutes
- monitoring results reports
- complaints and appeals

All records must be legible and identifiable to the process concerned. They must be stored and maintained in such a manner as to enable easy retrieval by those staff requiring access. They must also be suitably filed and clearly indexed in alphabetical, numeric or date order or as appropriate.

Cleanall Environmental Services Limited defines minimum retention times and guidance for disposing of records in the referenced procedure.

When agreed with the customer, records shall be made available to the customer.

Customer records and data of a confidential nature are restricted from easy access. Details of methods, responsibilities and documentation are defined in the relevant procedure.

4.4 Invoicing

We aim to produce, distribute and archive our payroll in a serviceable and consistent manner. Our internal invoices are produced and authorized in a timely and efficient manner. It is our desire to maintain the continuity of invoicing and the flow of paperwork for easy accessibility, benefiting both our employees and our customers.

4.5 Purchasing

Cleanall Environmental Services Limited assesses and approves all suppliers prior to use by our staff.

The selection of suppliers and the degree of control exercised depend upon the equipment type, supplier performance, customer requirements, and their ability to meet the specific requirements of our management system.

Cleanall Environmental Services Limited maintains records of approved suppliers and sub-contractors.

Purchase Orders/Requisitions

Purchase Orders and Requisitions shall contain a clear description of the equipment or services.

Such description shall contain as appropriate, specifications, equipment codes, serial numbers and titles and any other relevant data.

All purchase orders / requisitions are reviewed and authorised before release to the supplier.

All procurement of contracts or services by the company MUST be adduced in a written contract to be signed between Cleanall Environmental Services Limited and the company or person providing such services or supplies. The contract MUST include, date, description of services sort, delivery date, and penalty or remedy for failure.

Details of methods, responsibilities and documentation are defined in the relevant procedure.

4.6 Payroll

In Cleanall Environmental Services Limited salaries and allowances are paid on monthly bases. Before processing payroll all work times are verified to ensure there are no discrepancies.

All the payrolls are processed through Administration office and Accounting office in Company's Headquarters (Abuja).

Before wages are transmitted electronically into the personal bank accounts of staff a senior staff member checks the payroll and Managing Director must approve.

4.7 Transport and Logistics Management

Cleanall Environmental Services Limited vehicles are both an asset and a vital resource in the conduct of our business.

Vehicles with drivers are provided to managers, but other employees may be provided with a vehicle as a necessary requirement for carrying out a specific role. In all cases, during working hours, each vehicle is to be made available upon request by any staff member for company business.

It is our objective to effectively manage the company vehicles by following organization's guidelines.

4.8 Internet/E-mail Use

Cleanall Environmental Services Limited objective is to ensure the correct use of the email system and the Internet. It should be noted that personal use is prohibited as these technologies are work tools. All staff MUST use their official email for ALL official correspondences. NO PERSONAL EMAILS.

Cleanall Environmental Services Limited encourages each individual to be aware of the risks associated with using these facilities, such as confidentiality, copyright, viruses and illegal sites.

4.9 Internal Audits

Cleanall Environmental Services Limited maintains a process of internal audit. All aspects of the Quality System are audited at regular intervals to;

- assess compliance with documented procedures
- identify system improvements
- identify any non-conformances
- instigate corrective action where required.

The frequency of such audits is determined according to the results of previous audits and the significance of individual system activities. In any event, all aspects of the Quality System are audited at least once per year.

Audits include an evaluation of:

- activities, processes, work areas and process methods
- practices, systems, procedures and instructions
- documentation.

Audits are performed in line with documented procedures and checklists.

Suitably qualified staff that is not directly responsible for the area being audited, performs the audits.

Audit findings are documented and recorded.

The manager responsible for an audited area shall review and agree to any corrective actions necessary to correct non-conformances identified during the audit and take timely corrective and/or preventive action.

Deficient areas are re-audited to ensure that action taken has been effective. Details of methods, responsibilities and documentation are defined in the relevant procedures.

SECTION 5: CLEANALL ENVIRONMENTAL SERVICES LIMITED TRAINING

5.1 Training and Development Policy

Introduction

To put greater emphasis on internal skill development, Cleanall Environmental Services Limited's (known as the Company) long-term objective is to focus on building formalized on-the-job development programs within the organization and within the progression structure. Throughout this Policy, the words 'Cleanall Environmental Services Limited', 'Company', 'Group' and/or 'Organization' refer to all corporate entities under the ownership of Cleanall Environmental Services Limited. This includes the parent company and each subsidiary either individually or taken together as a group.

Cleanall Environmental Services Limited's policy is to train and develop employees so that what they can do, and what they are motivated to do, matches with what the organization needs them to do. Each new employee is required to attend training in the Headquarters in Abuja regardless of the subsidiary or branch where the employee holds the position. Each employee's duty is to attend any additional training or course organized by the Company if required or needed during the year. A management staff or consultant shall be chosen by Board of Directors to conduct the training.

There are two major reasons for this increased focus:

1. to ensure that the Company has the skills available to meet not only current demands for our services, but also to meet the planned marketing and sales objectives; and
2. to provide you with the opportunity to learn new skills and provide you with the ability to progress to more skilled and progressively more senior positions within the Company.

Employee training and development is a cost to the Company and we are prepared to invest that cost in our employees because we believe that the benefit to the Company and to our employees (in job satisfaction and additional potential for progression) will be worth the investment.

Scope

Cleanall Environmental Services Limited employees can expect:

- On-going training to allow them to do their job to the required standards
- Support when they have problems with their job
- Clear guidelines on how to carry out the job to the required standards
- A chance to improve their skills and knowledge to help them develop their position within the company

- Frequent review of the training needs of all our employees is carried out. This gives direction to the provision of training and development activities.

5.2 Training procedure

Fundamental to the success of the Training and Development Policy is the acceptance by managers, supervisors and other employees of their personal responsibilities in the areas of training and development.

What can you expect from the Company?

- ♣ Ongoing training to allow you to do your job to the required standards.
- ♣ Support when you have problems with your job.
- ♣ Clear guidelines on how to carry out your job to the required standards.
- ♣ A chance to improve your skills and knowledge to help you develop your position within the company.

What is expected of you?

- ♣ You must keep up to date with the needs of your job by going on training programmes which are provided for your benefit.
- ♣ You must be punctual, attentive and actively participate in training.
- ♣ You are required to read and memorize all the Documentation given to you during the training

Management and supervisory responsibilities

- ♣ The acceptance by managers and supervisors of their personal responsibility for the performance of their staff.
- ♣ The identification of appropriate areas where training and/or development may be of assistance in enhancing performance.
- ♣ The necessity for managers and supervisors to act promptly in seeking to initiate any training /development activity as may be necessary.
- ♣ The requirement for managers and supervisors to evaluate the effectiveness of the training activity in addressing the identified training need at an appropriate interval after the training has been provided.
- ♣ The acceptance by managers of their personal responsibility for their own training and development particularly in the areas of professional updating and development.

Employee Responsibilities

- ♣ The demonstration of positive attitudes towards continual improvement in the way jobs are performed.
- ♣ The acceptance by employees of their responsibility for how they perform their duties and of areas where training /development might assist in enhancing their performance.

Principles

This training and development procedure will operate through the application of a number of principles:

Accountability

High standards will only be achieved when all employees accept their individual responsibilities. The policy sets out the levels of responsibility for training and development.

Communication

For the policy to be effective there must be a free flow of information on the need for training and development; the form which training and development may take; the form

which evaluation of the effectiveness of training and development may take and the responsibilities involved.

Procedures

The responsibility for development, implementation and evaluation of the effectiveness of procedures for training and development is included within the principles of the policy.

Cooperation

No policy on the training and development of staff can succeed without the total involvement and cooperation of all the staff involved

Accountability

General Manger chosen by the Board to conduct the training has been assigned corporate responsibility for the implementation of the Companies' Training and Development Policy. In particular they will ensure that:

- ♣ Appropriate targets are set throughout the organisation to enable the company to meet its Mission Statement and that the Group Chief Executive and Board are regularly appraised of performance.
- ♣ Adequate resources are available to meet the training and development requirements.
- ♣ Responsibility for training and development is properly assigned and accountability accepted at all levels.
- ♣ Personal appraisal systems adequately reflect the importance Cleanall Environmental Services Limited places on training and development.
- ♣ Adequate advice is available to enable senior and line managers to fulfil their responsibilities.
- ♣ Regular reports are prepared for the Executive Group on training and development matters.

Senior Managers will ensure, through their Divisional management teams, that:

- ♣ All technical training requirements within their Division are identified, quantified and included in the Divisional training budget.
- ♣ Technical training so identified is delivered at an acceptable level and that appropriate evaluation of the effectiveness of the training is conducted.
- ♣ Records of technical training are kept.
- ♣ Responsibility for training and development is properly assigned and accountability accepted at all levels.
- ♣ Responsibility for training and development activity is appropriately reflected in the personal objectives agreed with subordinate managers within the performance appraisal system.
- ♣ Managers co-operate in the identification of general training and development needs of their staff.
- ♣ Managers accept responsibility for their own training and development particularly in the areas of professional updating and development.

Managers

All Managers will ensure that:

- ♣ All technical training requirements within their area of responsibility are identified, quantified and submitted to their Line Manager for consideration for inclusion in the Divisional training budget.
- ♣ Technical training so identified and agreed is delivered at an acceptable level and that appropriate evaluation of the effectiveness of the training is conducted.
- ♣ Records of technical training are kept.
- ♣ Their personal responsibility for training and development of their staff is accepted.

- ♣ Responsibility for training and development of their staff is appropriately reflected in the personal objectives agreed with their appraising manager within the performance appraisal system.
- ♣ They co-operate in the identification of general training and development needs of their staff including agreeing with staff the extent of training need, if any.
- ♣ Staff identified for training are made aware of the reasons for the training and the expected outcome and that appropriate evaluation of the effectiveness of the training is conducted.

Supervisors

All Supervisors will ensure that:

- ♣ The quality of the work of those subordinate to them meets the required standard. Consequently they will co-operate with their line manager in the identification of the technical training needs, if any, of their subordinate staff.
- ♣ They co-operate in the identification of general training and development needs of their staff including agreeing with staff the extent of training need, if any.
- ♣ Staff identified for training, either technical or general, are made aware of the reasons for the training and the expected outcome and that appropriate evaluation of the effectiveness of the training is conducted.

Employees

Employees will ensure that:

- ♣ They co-operate with their manager in the identification and agreement of training needs.
- ♣ They recognise that training needs so identified will be prioritised so that group needs will be given priority and consequently it may not always be possible to meet individual training needs.
- ♣ They keep up to date with the needs of their job by attending training programmes developed to meet the needs identified.

Related Policies

Employees may find it useful to review other related policies in conjunction with the Training and Development Policy.

5.3 New Employee Training

All Employees joining Cleanall Environmental Services Limited or any of its subsidiaries are required to attend the Induction Training that is going to be organized in Company's Headquarters in Abuja.

The duration of the training will depend on the Position new Employee is trained for and the progress, but will approximately last few days. If required, the Employee might have to attend Technical Training depending on Scope of work of the Subsidiary he/she is working for.

The training shall be conducted and assessed by Manager chosen by Board of Directors. In this section will be mentioned as 'Trainer'.

If Employee's directly working for any of Cleanall Environmental Services Limited's subsidiary, there might be a need for further Technical Training depending on Subsidiary's Scope of work.

Each Employee is required to attend any additional training during his employment if decided by Board of Directors or Senior Manager.

Sometimes Employee might be asked to conduct training to Junior Staff if required.

Phases

Training will be divided into several Phases that are described below:

Phase 1	Introduction to Cleanall Environmental Services Limited	In this phase Employee will be given brief Introduction to Company's History, Scope of work and subsidiaries
Phase 2	Introduction to Social and Cultural Environment	Businesses affect the societies in which they operate and are, in turn, affected by social and cultural change in those societies.
Phase 3	Introduction to Company's Structure	In this phase Employee will become familiar with Company's Organogram and Organizational Structure
Phase 4	Introduction to Company's Rules and Regulations	Trainer will go through all Company's rules and Regulations and Terms and Conditions of Employee. All the Documentation in regards to these will be given to Employee.
Phase 5	Leadership Training	After this phase, Employee should be aware of what skill and traits are needed by Company
Phase 6	Administration Training	This might be the longest phase. The Employee should be introduced to all Company's Procedures and Policies and he/she shall be guided through Company's Departments. Different Senior Staff will guide the Employee through this phase. Proper Documentation shall be given to the Employee in Regards to Procedures and Policies
Phase 7	Introduction to Cleanall Environmental Services's Subsidiary	If Employee is going to be directly connected to any of Company's subsidiary, this phase of Training will also be included.
Phase 8	Introduction to Employee's Position	In this phase, Employee will learn Duties and Responsibilities in regards to his/her position.

SECTION 6: DOCUMENTS

6.1 Company Manual and Other Document

Cleanall Environmental Services Limited lists and tracks all documents (including this manual).

There is a Master List of Documents and each document given to Employee during the Training is listed below. These documents may not be changed unless this is authorised by the responsible officer.

Employee is required to read and study all the Documents. Employee will be requested to acknowledge the receipt of the Document given to him in Formal manner.

Documents are confidential and belong to Cleanall Environmental Services Limited. It is strictly forbidden to share, distribute or abuse Company's Documents.

List of Internal Documents

Description	Date
Cleanall Environmental Services Limited Company Manual	
Staff Handbook	
Conditions of Service for Cleanall Environmental Services Limited	
Application for Employment	
Acknowledgment form	
Dress code for Employees	
Business Partners Procedure	
Cheques and Bank Transfers Procedure	
Drivers Routine Procedure	
Maintenance Procedure	
Payment Request and Vouchers Procedure	
Petty Cash and Float Procedure	
Purchasing Procedure	
Stock Procedure	

AUTHORISED BY: _____

Date: _____

All controlled copy issues of this manual and other controlled documents must be authorised by the Directors prior to release (signature required on first page). Controlled copies of the manual are printed on the Cleanall Environmental Services Limited coloured letterhead and indicate a copy number. When a change is made to this manual, all holders update their copies.

Uncontrolled copies of the manual and other documentation are stamped "FOR INFORMATION ONLY" and need not be authorised by the General Manager. They can be printed on Cleanall Environmental Services Limited letterhead or be a photocopy of an original. Uncontrolled copies will be current when issued but are not updated when changes are made. A copy number is not required. Such copies are usually given to organisations outside Cleanall Environmental Services Limited for marketing reasons or when we need to show regulatory bodies that we comply with requirements.