

BLESSED IKD ENTERPRISE CODE OF CONDUCT

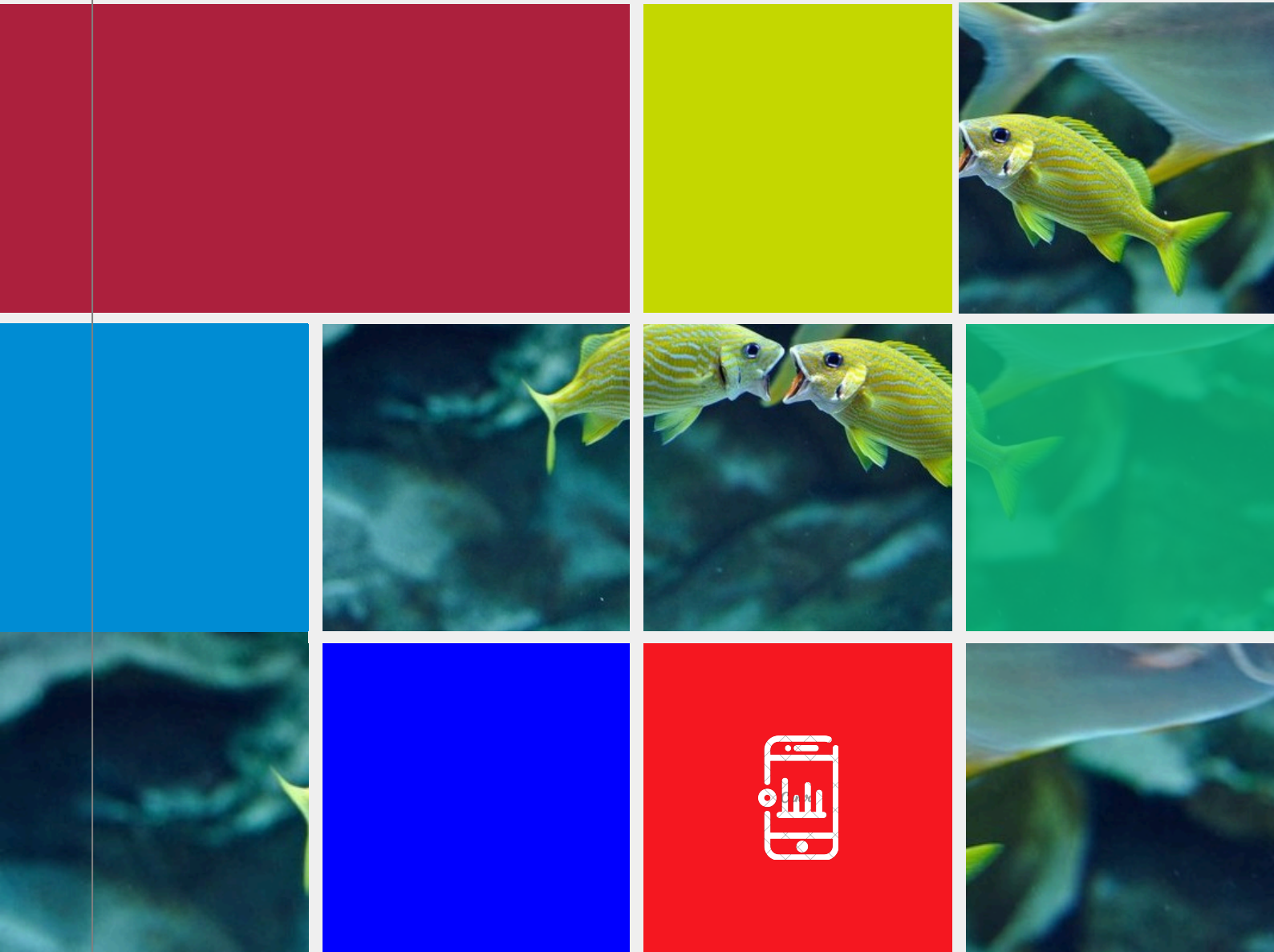
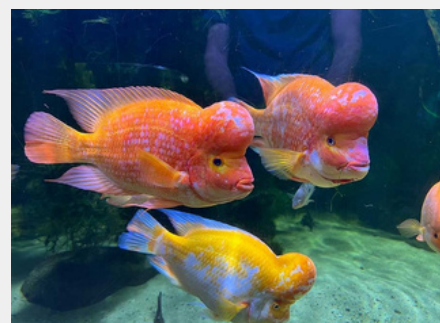


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Note: This Code of Conduct is intended to be read and fully understood by every employee. Compliance with this Code is mandatory, and any breach may result in disciplinary actions as set forth herein, including warnings, suspension, or dismissal, in accordance with the Company's policies and Nigerian law.

1. PREAMBLE AND PURPOSE

1.1 Preamble.

This Code of Conduct (hereinafter referred to as the "Code") sets forth the ethical principles, standards, and expectations for the behaviour and performance of all employees of Blessed IKD Enterprise ("BIE"). The Code reflects our commitment to integrity, transparency, professionalism, and accountability. It is designed to protect the reputation of the Company while ensuring a respectful, safe, and productive workplace.

1.2 Purpose.

The purpose of this Code is to:

- i. Promote ethical behaviour and lawful conduct in all aspects of business.
- ii. Provide clear guidelines regarding acceptable behaviour and performance expectations.
- iii. Establish accountability at all levels of the organization.
- iv. Protect Company assets and maintain public trust.
- v. Serve as a basis for disciplinary action in cases of misconduct.

1.3 Our Core Values

Competence: We strive for excellence in every aspect of our operations, ensuring our team is well-equipped with the skills and knowledge necessary to excel in a competitive market.

Honesty: Transparency and ethical conduct underpin our business transactions and internal relationships.

Accountability: Every employee is responsible for their actions, and we hold ourselves accountable to our stakeholders, customers, and the community.

Service: We are dedicated to providing exceptional service that consistently exceeds customer expectations, ensuring loyalty and sustained growth.

2. SCOPE AND APPLICATION

2.1 Scope.

This Code applies to:

- i. All employees, irrespective of rank or function, including administrative, operational, and managerial staff.
- ii. Contractors, consultants, and any other individuals acting on behalf of the Company.
- iii. All activities, both on and off Company premises, where the Company's reputation and interests may be affected.

2.2 Applicability.

Every individual associated with BIE is legally bound by this Code.

Knowledge of and adherence to the rules contained herein is a condition of employment.

3. GENERAL PROVISIONS

3.1 Compliance with this Code.

All employees of BIE shall observe and strictly abide by this Code of Conduct for the proper management and effective operation of the Company.

No employee shall engage in any act or omission that undermines the integrity, authority, or objectives of the Company.

3.2 Upholding Company Reputation.

3. Employees must refrain from behaviour or expressions that could foster an environment inimical to business objectives, including but not limited to:

- (a) Engaging in any form of physical combat or violence.
- (b) Promoting, causing, or condoning any violent activities at any Company branch.
- (c) Participating in or inciting labour union activities that disrupt operational discipline.
- (d) Unauthorized absence from duty, lock-outs, sit-ins, or any demonstration that may interrupt the business process. Any breach of these provisions shall attract severe disciplinary action, including dismissal or expulsion from the Company.

3.3 Respect for Authority and Order.

- 4. No employee shall act in any manner that could impair or subvert the authority of the Company.
- 5. The Company shall not tolerate any conduct that fosters immorality or disorder. Modesty in dress and decorum in public are mandatory.

3.4 Maintenance of Social Harmony and Professional Relations.

- 6. Employees must refrain from actions that might incite social, ethnic, or religious disharmony.
 - 6a. The use of mobile phones to the detriment of an employee daily tasks and responsibilities is highly prohibited. Employees are admonished to use mobile phones responsibly. Irresponsible use of Mobile phones to the detriment of the company will lead to sanctions.
 - 6b. All employees must ensure that their mobile phones do not lead to distraction, distress, or nuisance at place of work. Employees are admonished to have their phones on “silent mode” or “Vibration” to avoid disturbance of any kind.

7b. Employees have the right of political affiliation and can express their voting rights when necessary; however, the company do not permit any public display of affiliation (traditionally or electronically); engagement in political talks and debates are personal and should not in any way interfere with the position of the company. Failure to abide with this rule might lead to sanction.

8. In any public engagement or activities in the vicinity of the Company, employees must conduct themselves in an orderly, civilized manner.

3.5 Legal Compliance and Accountability.

9. Any employee committing an offense contrary to the laws of Nigeria shall be subject to prosecution by the relevant state authority.

10. Any misconduct will invoke appropriate sanctions as provided by Company law.

3.6 Crisis and Collective Conduct.

11. In times of crisis or significant company challenges, employees must refrain from actions contrary to the official position of the Company.

12. Any employee with pending criminal charges shall be suspended pending the resolution of such charges.

4. CODE OF CONDUCT FOR ADMINISTRATIVE STAFF

4.1 Punctuality and Responsibility.

13. All administrative staff must perform their duties during the scheduled working hours (8:00am to 5:00pm- Monday to Saturday) as prescribed by Company regulations.

4.2 Professional Development and Productivity.

14. Administrative staff shall ensure continuous professional development and remain updated on relevant industry practices.

15. All administrative personnel are expected to display exemplary conduct and avoid any actions that derogate from their professional status.

4.3 Confidentiality and Information Security.

16. Administrative staff must safeguard confidential Company data.

Unauthorized disclosure of information is strictly prohibited.

17. Any breach of confidentiality may result in sanctions ranging from written warnings to termination.

4.4 Respectful Interactions and Ethical Behaviour.

18. Sexual harassment of colleagues or any form of harassment is strictly forbidden. Violations shall result in immediate dismissal and possible legal proceedings.

19. Administrative staff are required to attend all mandatory meetings (Weekly, monthly, Quarterly, Annually). Failure to comply may affect prospects for promotion or advancement.

4.5 Prohibition Against Inciting Insurrection.

20. Administrative staff must not use their position to incite dissent or demoralize colleagues.

21. Requests for gratification or favours from colleagues are expressly forbidden and shall attract appropriate discipline.

4.6 Reporting Misconduct.

22. All administrative staff are obligated to report any breach of the Code promptly through proper channels.

23. Breaches shall be thoroughly investigated by the designated authorities within the Company.

5. CODE OF CONDUCT FOR OPERATIONAL STAFF

5.1 Attendance and Duty.

24. Operational staff must strictly adhere to their duty schedules as defined by the Company's work regulations.

5.2 Confidentiality of Operational Data.

25. Similar to administrative staff, operational personnel (Branch level) must not disclose confidential information without authorization.

5.3 Efficiency and Standard of Work.

26. Operational staff are expected to perform all assigned tasks promptly and accurately. Substandard work, including poorly documented reports or incomplete tasks, may lead to sanctions including demotion or termination.

5.4 Avoiding Operational Delays.

27. No employee shall misuse their authority to delay official work or disrupt the work-flow.

28. All operational tasks must be recorded accurately and reviewed periodically for quality assurance.

6. GENERAL RULES FOR ALL STAFF

6.1 Employment and External Engagement.

29. Only duly employed individuals, having gone through the official recruitment process, shall be recognized as Company staff.

30. No employee is permitted to hold concurrent full-time employment with another organization without prior written consent from the Company.

6.2 Unauthorized Use of Titles.

31. Employees must not claim any position or title not officially awarded by Company management.

6.3 Leave, Attendance and Break Regulations.

32. (a). Absence from duty due to sickness, injury, special events, must be communicated in writing and received authorization. The authorization is as follows:

- One day's absence: Permission from the direct superior.
- Two days' absence: Authorization from the General Manager.
- Three days' absence: Approval by the Chief Operating Officer in writing.
- More than three days' absence: Approval from the Chief Operating Officer in writing is mandatory.

(b). Owing to the nature of the business, the company does not observe holidays except in situations where it clearly states so. Such situations are accompanied with internal memo.

(c). All weather-situations that might lead to delay to duty for employees should be clearly communicated to the direct superior using appropriate channels.

(d). All lunch breaks embarked by any employee must be communicated to the closest available personnel. This is to enhance accountability and enable company protection. Additionally, no lunch break should exceed 25 minutes.

6.4 International Travel.

33. No employee shall travel outside the country without prior, written notification to and approval from the Chief Executive Officer.

6.5 Prohibition on Gifts and Inducements.

34. No employee shall solicit, accept, or offer gifts or any inducements that may influence business decisions. Violations may result in severe disciplinary measures.

6.6 Protection of Company Assets.

35. Every employee must exercise due care in the use and preservation of Company property. Any damages resulting from negligence shall be the financial responsibility of the concerned employee.

6.7 Accountability for Household Members.

36. Employees are responsible for ensuring that their household members or relatives present on Company premises do not commit acts that violate Company regulations.

6.8 Suspension of Privileges.

37. Employees with pending disciplinary issues may have some or all of their benefits, privileges, or entitlements suspended until resolution of the matter.

6.9 Expected Decorum and Appearance.

38. All employees must conduct themselves with decorum and maintain standards of decency, honour, and integrity.

39. All employees are required to comply with the prescribed Code of Dressing. Violations may lead to disciplinary measures.

6.10 Prohibition of Anti-Social Behaviour.

40. No employee shall engage in anti-social conduct such as drunkenness, public nuisance, or any behaviour that undermines the reputation of the Company.

41. Employees found engaging in such acts may face suspension or expulsion based on the severity of the offense.

6.11 Resignation and Termination Procedures.

42. All resignations must be submitted in accordance with established Company policies.

43. Irregular resignation or withdrawal from service may result in termination and forfeiture of entitled benefits.

7. EXPENSES AND FINANCIAL CONDUCT

7.1 Management of Significant Expenditures.

44. All major expenses (e.g., electricity bills, repairs above NGN50,000, gasoline, equipment repairs) incurred at branches must be handled by the Head Office.

45. Branch Managers must forward expense notifications through their designated regional coordinators for proper processing.

7.2 Thresholds for Approval.

46. All branch-level expenditures above NGN50,000 require regional coordinator approval and subsequent reporting to the Financial Secretary.

47. Expenditures below NGN50,000 may be handled by the Branch Manager with complete supporting documentation for record-keeping.

8. ETHICAL CONDUCT IN COMMUNICATION AND INTERPERSONAL RELATIONS

8.1 Professional Communication.

48. All communications among staff, as well as with external parties, must be clear, respectful, and professional. The tone of communication must be formal and depicts respect and professionalism. The use of “slangs” “derogatory terms” “social media trends” “vernacular” during interactions among staffs are totally prohibited.



8.2 Hierarchical Reporting.

49. Communication channels must adhere strictly to the organizational hierarchy:

- Storekeepers, store attendants, and cashiers report to the Branch Manager. In the absence of the Branch Manager, the cashier can stand in. Alternatively, in the absence of the cashier(s) the branch manager can stand in.
- Branch Managers report to Regional Coordinators, who in turn report to the General Manager.
- The Accountant reports to the General Manager, who is the direct superior. However, owing to the sensitivity of this role, this esteemed officer is also answerable to the Chief Financial Officer (CFO), the Chief Operating Officer (COO) and the Chief Executive Officer (CEO).
- The General Manager reports to the COO/CFO, who reports to the CEO.
- Communication channels include, emails, written documents, texts and phone calls.

Any breach of this reporting chain and communication rules shall result in disciplinary measures.

8.3 Prohibition of Rumours and Gossip.

50. Employees must refrain from spreading unverified information, rumours, or engaging in any form of defamation that could harm the Company's reputation.



9. DISCRETE STANDARDS, DRESS CODE, AND PERSONAL APPEARANCE

9.1 Dress Code.

51. Administrative staff are required to adopt corporate dressing from Monday through Wednesday, and semi-casual or native/Nigerian attire from Thursday to Friday.

52. Branch staff may wear semi-casual clothing as long as it is decent and upholds professional standards.

9.2 Personal Grooming.

53. Employees must maintain a neat and presentable appearance at all times while in Company premises.

10. ENFORCEMENT AND SANCTIONS

10.1 Reporting of Misconduct.

54. All instances of misconduct must be reported in writing to the Chief Operating Officer (COO) or the appropriate authority within the Company.

10.2 Investigation Process.

55. Upon receiving a report, the designated authority shall conduct a timely investigation, ensuring adherence to principles of natural justice and fair hearing.

10.3 Sanctions for Misconduct.

56. Depending on the nature and severity of the misconduct, sanctions may include:

- Verbal or written warning,
- Suspension (with or without pay),
- Termination of employment,
- Referral to legal authorities where appropriate.

10.4 Points and Demerit System.

57. A demerit system is instituted wherein specific infractions are weighted:

- Category A infractions (e.g., fighting, destruction of Company property, severe insubordination, error of commission or omission of financial information) – 5 points each.
- Category B infractions (e.g., indecent dressing, lateness, minor disruptions) – 4 points each.
- Accumulation of 4/5 points will trigger a formal warning.
- Accumulation of 8/10 points shall result in suspension pending a review by management.

11. DEFINITIONS

11.1 General Definitions.

58. "Misconduct" shall be defined as any act or omission that brings discredit to the Company, including but not limited to acts of corruption, dishonesty, insubordination, negligence of duty, or unauthorized disclosure of Company information.

59. "Conflict of Interest" shall refer to any situation in which personal interests conflict with those of the Company, potentially impairing objective decision-making.

11.2 Specific Terms.

60. "Bribery" includes offering, accepting, or soliciting any inducement that could influence decision-making in a manner that is inconsistent with the Company's best interests.

61. "Confidential Information" encompasses all data, reports, customer and supplier records, and any other sensitive information that is not publicly available.

12. PROCEDURE FOR INVESTIGATION AND DUE PROCESS

12.1 Initiation of Investigations.

62. An investigation into any alleged misconduct shall be initiated upon receiving a written complaint by the COO or an authorized representative.

63. All investigations shall be conducted promptly and discreetly, ensuring confidentiality for all parties involved.

12.2 The Principle of Natural Justice.

64. Every employee accused of a breach of this Code shall be entitled to a fair hearing and an opportunity to present their case.

65. In the event an employee fails to respond to multiple invitations to be heard, the Company reserves the right to proceed with disciplinary action as if the employee had been duly heard.

12.3 Documentation and Decision-Making.

66. All findings from the investigation must be documented comprehensively.

67. Decisions on disciplinary action shall be made in accordance with the severity of the violation, with due consideration for mitigating circumstances.

ADDITIONAL CONDUCTS AND ETHICAL CONSIDERATIONS

A. Social Media and Digital Conduct

68. Employees must exercise discretion and professionalism in their use of social media.

69. Personal social media activity should not conflict with or damage the reputation of BIE.

70. Any online conduct that publicly discredits the Company or violates any part of this Code may be subject to disciplinary action.

B. Environmental Responsibility

71. Employees are expected to support and adhere to Company policies regarding environmental sustainability.

72. Waste reduction, resource conservation, and ethical sourcing practices must be integral to daily operations.

C. Anti-Corruption and Integrity in Business Practices

73. Employees must refrain from engaging in any corrupt practices including bribery or extortion.

74. Full transparency in all business dealings is mandatory, and any deviation must be reported immediately.

D. Use of Company Assets and Data

75. All employees must utilize Company assets solely for official purposes.

76. Unauthorized use or misappropriation of resources, including intellectual property or digital data, is strictly prohibited.

E. Respect for Diversity and Inclusion

77. Discriminatory practices or harassment of any form, based on race, gender, religion, or any other protected characteristic, are strictly forbidden.

78. The Company is committed to fostering a work environment that upholds diversity, equity, and inclusion.

F. Commitment to Continuous Improvement

79. Employees are encouraged to pursue professional development and contribute to continuous improvements in work practices.

80. Suggestions for enhancing operational efficiency and ethical conduct will be considered by management.

CONCLUSION

This Code of Conduct is binding on all employees of Blessed IKD Enterprise and forms an integral part of the Company's policies and procedures. It is designed to create a harmonious, productive, and legally compliant work environment where every individual is accountable for their actions. Any deviation from these guidelines is taken very seriously and shall be met with disciplinary action as outlined in this document.

The principles outlined herein shall be reviewed periodically to ensure they remain relevant and effective in meeting the ethical and operational standards of the Company. Compliance with this Code is not optional; it is a critical component in upholding the integrity, reputation, and success of Blessed IKD Enterprise.

PROCEDURE FOR ACKNOWLEDGEMENT

All employees must sign an acknowledgement form confirming that they have received, read, and understood this Code of Conduct and agree to abide by its provisions. This signed acknowledgement shall be retained in the employee's personal file.

STAFF ROLES AND RESPONSIBILITIES

General Manager

The General Manager is responsible for the overall coordination and management of Blessed IKD Enterprise's operational activities across multiple branches. This role ensures that operations run efficiently, safety standards are met, company policies are executed uniformly, operational standards are maintained, and business objectives are met efficiently. The General Manager reports directly to the CEO, COO and CFO.

Key Responsibilities and Day-to-Day Activities:

- Monitor daily activities across departments, ensuring compliance with company policies.
- Coordinate with Branch Managers and other middle management to solve operational issues.
- Monitor daily operational activities, ensuring that procurement, transportation of products, and branch delivery processes run without interruption.
- Ensure all company product Purchases arrive the designated location, inspects products at arrival and records all products before allocation to branches.
- Work with Branch Managers and Regional Coordinators to ensure that all operational activities align with company standards.
- Coordinate corrective actions in response to operational issues.
- Collaborate with the Financial Secretary in budgeting, forecasting, and financial planning.
- Review all financial transactions and record keeping for accuracy.
- Steps in to keep financial records when Financial Secretary is absent.
- Communicates all required financial entries to Financial Secretary for properly record keeping.
- Review and verify operational costs and revenue reports.
- Lead office meetings at administrative level and can represent the COO at the executive level to ensure that goals are clearly communicated.
- Mentor team leaders and support their professional development.
- Oversee supplier orders, payment processing, and ensure that product quality meets company standards.
- Engage with key customers and resolve escalated issues.
- Retrieves and manage all customers credits.
- Prepare and present regular reports on operational performance, challenges, and opportunities for improvement.

Accountant

This esteemed Professional is tasked with maintaining accurate financial records of Blessed IKD Enterprise. The Accountant is the warehouse of all financial records. This distinguished official ensures the smooth processing of payments, and supports the financial integrity of the company. This role involves managing day-to-day financial transactions, documentation, and compliance with all statutory requirements.

Key Responsibilities and Day-to-Day Activities:

- Maintain accurate records of all company financial transactions, including supplier payments and cash handling at branches.
- Assist the General Manager in tracking and maintaining records of all products at arrival after purchase.
- Actively follow-up and track all records during movement of products within branches and regions.
- Collaborate with regional coordinators during Weekly/Monthly bank reconciliation.
- Collaborate with regional coordinators during audits.
- Assist in preparing annual budgets and periodic forecasts.
- Monitor all expenditure to ensure accuracy, collate all expenditure data from branches and head office and reports to the General Manager.
- Prepare and submit reports to the General Manager, and top management on a daily, weekly, and monthly basis.
- Implement and monitor internal control procedures to prevent fraud and ensure regulatory compliance.

3. Regional Coordinators.

The Regional Coordinators are responsible for overseeing the performance and operations of multiple branches within a designated geographic area. This role ensures that each branch adheres to standardized processes and operational guidelines, and that performance metrics are achieved across the region. quality of products is maintained from supplier to retail delivery.

Key Responsibilities and Day-to-Day Activities:

- Monitor the performance and operations of all branches within the assigned region.
- Conduct regular visits (two times minimum per week) to branches to assess compliance with company policies.
- Monitor attendance and Absentees of personnel at branch level.
- Collaborate with storekeepers and branch managers to conduct and ensure inventory reconciliation.
- Actively participate during company audits.
- Approve expenses under the Branch jurisdiction.
- Implement standard operating procedures across branches.
- Establish customer database for all branches under designated regions and initiate strategies for customer retention and sales growth.
- Track all branch credits and ensure they are retrieved.
- Reconcile all movement of goods and transactions.
- Develop strategies or modalities that ensures effective Cash Handling at the branches.
- Supervise cash management at the branch level, ensuring that all transactions are documented and reconciled daily.
- Approve movement of products within branches in the same region.
- Communicate with other regional coordinators to approve, receive and document movement of products from one region to another region.
- Conduct regular quality checks to ensure compliance with food safety and operational standards.

- Organize training sessions to ensure that all branches are updated on new procedures and best practices.
- Ensure policies are adhered to at the various branches within designated jurisdiction.
- Act swiftly to address any emergencies or operational disruptions within the region.

Drivers

- Transport goods from Purchase location/central warehouses to various branch locations and partner outlets.
- Ensure timely delivery of supplies, stock, and other company materials across regional locations.
- Assist in loading and offloading goods with care and accuracy.
- Drive staff or executives for official assignments, field visits, or inter-branch supervision.
- Maintain professionalism and confidentiality when transporting company personnel.
- Ensure the cleanliness, maintenance, and service of assigned vehicles.
- Report faults or incidents promptly to management or the transport supervisor.
- Keep accurate logbooks for fuel usage, mileage, and trip details.
- Abide by all traffic laws and safety regulations.
- Securely transport goods and persons, ensuring the safety of cargo and passengers.
- Verify delivery documents, waybills, or invoices as needed.
- Provide support during branch transfers, emergency supply dispatches, or stock returns.
- Occasionally assist with minor logistics tasks or errands as instructed by supervisors.

- All drivers shall reports to the general manager.
- The General Manager makes decision on all logistics with approval from the Chief Operating officer (COO). In no circumstance shall driver(s) contact the COO and the CEO for anything without prior notice of the General Manager. In the absence of the General manager, the Accountant may be contacted. The accountant do not have the right to make any decision regarding drivers but shall communicate the information to the COO who shall make/establish any/all decisions regarding drivers activities.

Branch Managers

The Branch Manager is responsible for the day-to-day management of a single branch of Blessed IKD Enterprise. This role involves overseeing staff, ensuring operational efficiency, maintaining customer service standards, and managing local inventory and financial reconciliation. The Branch Manager acts as the face of the company at the branch level.

Key Responsibilities:

- Ensure smooth day-to-day operations, including stock handling, sales, and customer service.
- Supervise and mentor branch staff, including Cashiers, Store Keepers, and Store Attendants.
- Supervise cold-room status and ensure good condition.
- Reconcile internal differences between customers and personnel.
- Maintain good records of all business partners at the branch level.
- Manage inventory levels, ensuring timely reordering and adherence to storage guidelines.
- Oversee daily cash handling, reconciliation, and ensure accurate record keeping.
- Maintain high standards of customer service, addressing customer inquiries and complaints promptly.

- Ensure that all branch operations comply with company policies, health and safety standards, and regulatory requirements.
- Write and Submit daily, weekly, and monthly reports to the Regional Coordinator, highlighting both financial and operational performance; including any discrepancies.

Cashiers

The Cashier is responsible for handling all monetary transactions with customers in a precise and efficient manner. This role is essential in ensuring that sales are accurately recorded and that the cash management process is transparent and compliant with company policies.

Key Responsibilities:

- Accurately process sales transactions using the cash register or point-of-sale (POS) system.
- Manage cash, credit, and electronic payment methods, ensuring correct change is given.
- Maintain detailed records of daily transactions, reconcile cash drawers at shift end, and report discrepancies.
- Provide friendly and efficient service to customers, addressing any queries regarding purchases.
- Adhere strictly to all company policies regarding cash handling, data confidentiality, and security protocols.
- Assist in inventory checks and support branch operations as required.

Store Keepers

The Store Keeper is responsible for managing inventory and ensuring that all products are stored securely and efficiently. This role includes overseeing stock levels, conducting regular inventory audits, and maintaining accurate records of goods received, stored, and dispatched.

Key Responsibilities:

- Use thermometer to check the temperature of the cold room. Ensure it falls between -18°C to -23°C or 0°F
- Monitor stock levels and organize inventory to ensure that products are accessible and properly stored.
- Maintain detailed records of stock movements, reconcile inventory counts, and report discrepancies.
- Ensure that all products, especially frozen goods, are stored under optimal conditions and that any damaged or expired items are handled according to company procedures.
- Assist with loading and unloading deliveries and coordinate with Branch Managers regarding reorder requirements.
- Ensure adherence to safety standards, environmental guidelines, and regulatory requirements in storage facilities.
- Clean and sanitize all areas of the store including displays, equipment, and restrooms.
- Be security conscious. Always check windows and doors to ensure they are securely locked.

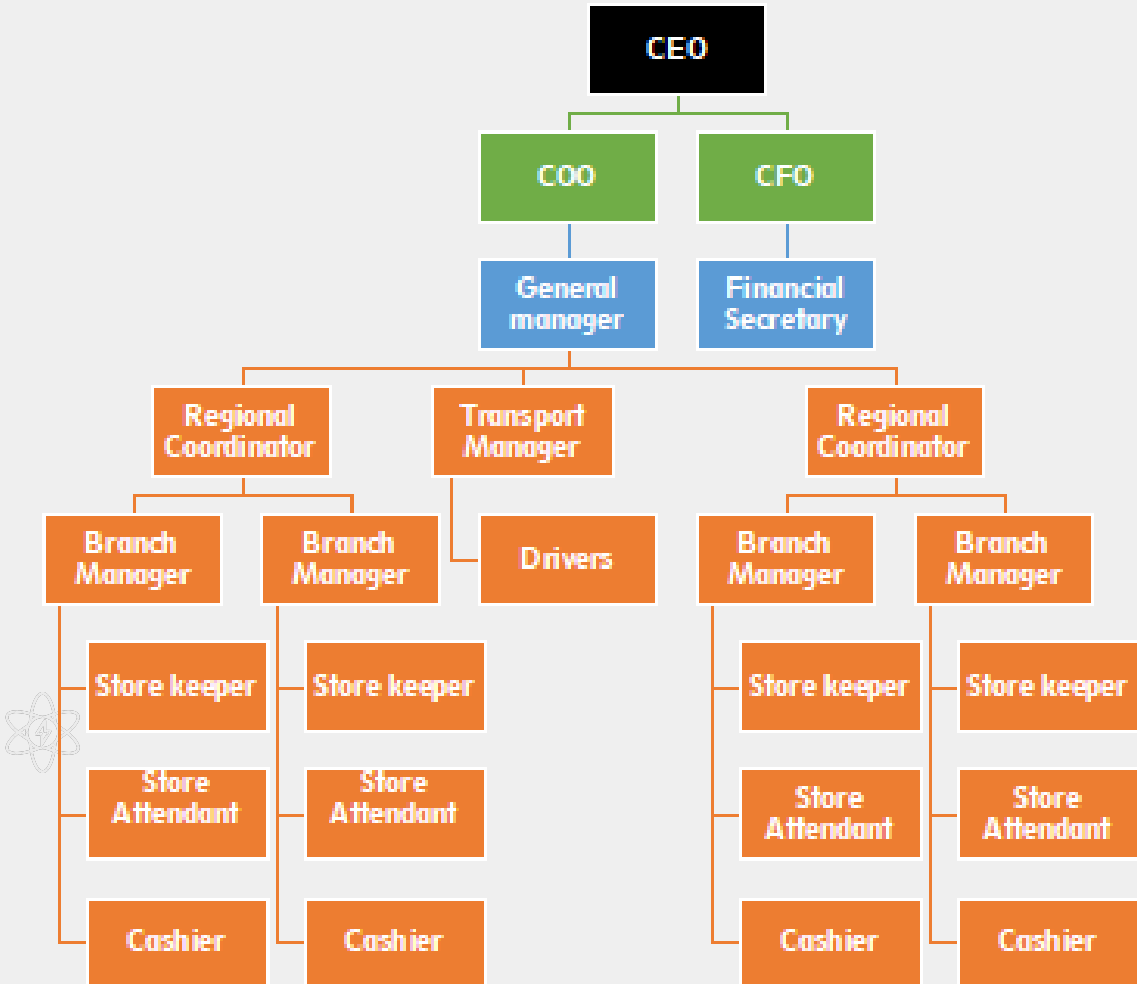
Store attendants

The Store Attendant plays a vital role in ensuring that the branch operates smoothly and that customers receive prompt assistance. This position involves general store maintenance, customer service, and supporting the operations of the branch by assisting with product handling and merchandising.

Key Responsibilities:

- Greet customers warmly, provide product information, and assist with queries.
- Ensure that the store is clean, well-organized, and presentable at all times.
- Assist with the arrangement and restocking of products, including the handling of frozen items, in compliance with safety and quality guidelines.
- Assist cashiers and store keepers as needed, ensuring that the sales floor functions efficiently.
- Report any customer feedback, stock issues, or operational challenges to the Branch Manager promptly.
- Manage alternative power supply (Generator) and report issues to the Branch Manager.
- Adhere to company policies regarding store operations, safety, and hygiene.

Our Structure







Thank You

Kindly request for Code of Conduct Acknowledgement form from the Office of The Chief Operating Officer.

Append your signature to indicate you have read and fully understand the code. Return the duly signed form to the office.

We look forward a safe orderly, and conducive working environment.