



2. MANAGEMENT OF COMPANY ASSETS

10.1 General Guidelines

10.1.1 Company Assets are vital tools and information that Gold Circle Investments Limited uses every day. These assets are used for legitimate business purposes and are supposed to be handled with care in order to protect them from loss, theft, fraud and misuse.

10.1.2 Assets include tangible (physical) assets and intangible assets such as Intellectual Property, technology and company information. It is company policy to ensure that resources are used efficiently, responsibly and in accordance with other relevant policies. Some general guidelines regarding company property are:

- (1) Keep valuable assets e.g. laptop, development platforms and mobile devices physically and electronically secure;
- (2) Use company vehicles only as authorized by the Head of Department responsible for Administration;
- (3) Inform Head of Department responsible for Administration in the event that any company assets/equipment are damaged or in need of repair;
- (4) Use technology in accordance with Gold Circle Investments Limited's asset management policy;
- (5) Use company assets for company business. Occasional use of company assets, for private, non-commercial use can be permitted if it does not compromise Gold Circle Investments Limited's interest or adversely impact the Employee's performance on the job;
- (6) Company resources shall not be used to run a personal business or similar venture; and
- (7) Company resources should not be used to reproduce, display, distribute, or store any materials that violate trademark, copyright, licensing, or other intellectual property rights of any party.

10.2 Vehicles, Machinery and Equipment

10.2.1 Gold Circle Investments Limited shall make available vehicle(s) for Employees. The Chief Executive Officers and Heads of Departments (Directors) are to an Official Vehicle subject to availability of Funds. Other employees may have access to a pool company vehicle.

10.2.2 Gold Circle Investments Limited will meet the full cost of fuelling, maintenance, repair, spare parts, insurance, and any other costs associated with the vehicle when it is used for company business.

10.2.3 The vehicle may not be used for activities excluded by the company insurance policy. The user of the vehicle shall present the vehicle for repair and



maintenance, as and when reasonably requested by the Officer responsible for Company Travel, to ensure that the vehicles are optimally serviced.

- 10.2.4 The Head of Department responsible for Administration shall assign each Company Vehicle to an officer/ Department/Division/Unit.
- 10.2.5 Every Gold Circle Investments Limited Vehicle or Equipment shall have a log book in which the user records all the trips made above forty (40) kilometres from the Gold Circle Investments Limited Offices or any other relevant work station. Each journey entered in the log book shall be certified on the Monthly Inland Travel Register by the Head of Department responsible for Administration.
- 10.2.6 Every Gold Circle Investments Limited Vehicle shall be driven by a designated Employee in possession of a valid driving permit. The driver for all the journeys made with distances above forty (40km) from Gold Circle Investments Limited Offices or any authorised duty station shall be required to have duly signed Travel Authorisation Form.
- 10.2.7 The Officer responsible for travel shall be required to maintain and regularly update the log books, Vehicle Movement Orders/Gate Passes/Checklists, Fuel Card Management Forms and Service Schedules.
- 10.2.8 Gold Circle Investments Limited vehicles will not be used to ferry or carry unauthorised passengers or cargo. It is an offence for person in possession or having custody of Gold Circle Investments Limited's vehicles to use Gold Circle Investments Limited vehicles for any illegal or unauthorised purpose. Any person found using Gold Circle Investments Limited's vehicles contrary to the law or this Handbook shall be subjected to disciplinary action leading up to termination or dismissal from Employment. Heads of Departments must ensure that all drivers are warned about this rule

10.3 Fuel Cards

- 10.3.1 Gold Circle Investments Limited will provide fuel cards to eligible Employees who may take advantage of the Fuel Card scheme that Gold Circle Investments Limited has in place. Employees will be notified by the Head of Department responsible for Administration when they are entitled to participate in the Fuel Card scheme. Upon acceptance, an eligible Employee must sign a Fuel Card Management Form.
- 10.3.2 The Fuel Card will allow eligible employees to refill their authorised private or company vehicles without having to seek reimbursement of the fuel cost through the expenses system.
- 10.3.3 The Officer responsible for Company Travel shall be required to prepare and ensure timely approval of the Fuel Card Management Forms for all Company Vehicles.



10.3.4 Where personal vehicles are used, the Employee shall be required to duly indicate the vehicle for official use using the Vehicle Nomination Form before being fuelled. The official mileage refund will be in accordance with the approved schedule of Allowances.

10.3.5 Gold Circle Investments Limited fuel cards are limited to purchase of fuel and oil from service stations in Uganda that are in position to provide authentic computer-generated receipts (NOT CASH SALE) for the fuel purchases.

10.3.6 All fuel cards will be issued by the Head of Department responsible for Administration. Card users will receive the Fuel card from and return it to the Officer responsible for Company Travel after usage for safe storage. The Employee will be required to keep the assigned unique Card PIN confidentially when purchasing fuel.

10.3.7 All fuel card users are required to maintain a record of fuel purchases and receipts. If an Employee loses a receipt, the Employee will be required to refund the funds used for the said fuel purchase. A copy of the Fuel Register along with the receipt obtained at time of fuelling shall be used by the Officer responsible for Company Travel for reconciliation. The Fuel Register will include Date and Purpose of Purchase and Total Amount spent.

10.3.8 The Officer responsible for Company Travel will be responsible for timely monthly reconciliation of each fuel card (comparing receipts with the weekly reports).

10.3.9 Where a fuel card is lost or stolen it must be reported to the Head of Department responsible for Administration as soon as possible so that appropriate action can be taken accordingly.

10.3.10 Company fuel cards are not to be utilized for personal trips; Employees would be responsible for their own fuel and oils in these circumstances. Unauthorized use of fuel cards (wilfully misreporting fuel usage or falsifying fuel receipts) is an offence and may result in disciplinary action.

10.3.11 All Employees fuelling their own duly nominated vehicles must comply with the above requirements.

10.4 Cleaning/Washing of Company Vehicles, Machinery and Equipment

10.4.1 The assigned Officer shall ensure that the vehicle is maintained in a clean and good mechanical condition.

10.4.2 The officer responsible for Company Travel may request for a cash advance, where necessary to pay for car wash services.

10.5 Parking Fees for Company Vehicles, Machinery and Equipment

10.5.1 The user of the Company vehicle shall ensure that any parking tickets are paid in time to avoid clamping of the vehicle. These fees will be requested for and



approved by the Head of Department responsible for Administration. Any user who fails to requisition for funds to pay for parking tickets in time shall be liable to any costs or fees payable in that regard.

10.5.2 The Officer responsible for Company Travel shall review and maintain records for all Parking ticket(s) including applying for reimbursement.

10.6 Caring for Company Vehicles

10.6.1 It is the direct responsibility of the responsible Employee in charge of the vehicle to ensure that company vehicles are always road-worthy in all respects. Drivers of Company Vehicles are, therefore, just as liable for prosecution for driving defective vehicles as are other drivers, e.g. when apprehended by the traffic police. The Traffic and Road Safety Act shall be adhered to while using Company Vehicles.

10.6.2 To ensure that Company Vehicles are regularly serviced (including oiling and greasing) a Service Chart will be kept by an Officer responsible for Company Travel on every Company Vehicle. It will, however, be the duty of the Employee driving the company vehicle to ensure that the service is done in a timely manner.

10.6.3 Any Employee driving or in charge of a Company Vehicle has a duty to report any accident or injury.

10.7 Motor Accident Reporting Guidelines

10.7.1 Accidents shall be classified as follows: Minor (No injuries to persons), Serious (With injuries to persons) and Fatal (With death of a person). In all the cases, impact on the vehicle/motorcycle and human life shall be reported.

10.7.2 Any Employee who gets involved in an accident shall report all accidents to their immediate Supervisor, Officer responsible for Company Travel and Head of Department responsible for Administration immediately and not later than an hour from the time of accident or latest twenty-four (24) hours (where accident cannot be reported in an hour).

10.7.3 If the Employee driving or in charge of a Company Vehicle is not injured in the accident, the Employee driving or in charge of a Company Vehicle shall remain at the scene until assistance arrives at the scene. An Employee shall not abandon or leave Gold Circle Investments Limited property at the scene. The Employee driving or in charge of a Company Vehicle shall seek assistance from the Officer responsible for Company Travel and Head of Department responsible for Administration if the vehicle is in poor mechanical condition after the accident.

10.7.4 However, if the Employee driving or in charge of a Company Vehicle feels insecure or is hurt, such an Employee shall seek evacuation from the scene of accident as soon as possible. Any Employee driving or in charge of a Company Vehicle involved in accident shall not accept liability prior to seeking legal advice

in consultation with the Officer responsible for Company Travel and Head of Department responsible for Administration.

10.7.5 The Employee driving or in charge of a Company Vehicle involved in the accident must ensure that the vehicle is inspected by the Inspector of Vehicles (IOV). The Employee driving or in charge of a Company Vehicle involved in the accident must also seek a Police report as may be deemed necessary in the circumstances.

10.7.6 All the above mentioned documents/reports shall be received and acknowledged by the Officer responsible for Company Travel to be forwarded to Gold Circle Investments Limited legal advisors or personnel for further management.

10.8 Machinery, Equipment and Tools and Furniture

10.8.1 The Head of Department responsible for Administration is responsible for the management, safeguarding and maintenance of Gold Circle Investments Limited's machinery, equipment and tool and furniture. The Head of Department responsible for Administration shall ensure that each Department/Division/Unit shall designate an Employee responsible for the above

10.8.2 The Head of Department responsible for Administration shall ensure that no assets are kept at Employees' private residences, unless otherwise approved by the Head of Department or delegated officer in that department, e.g. people that are required to be on standby to handle emergencies, computer laptops and tablets (form issued by the Information Systems Division).

10.8.3 The Manager Responsible for Administration in consultation with the Manager responsible for Information Systems and Finance shall be responsible for maintaining an updated Company Asset Register as per the guidelines of the Financial and Accounting Policies and Procedures Manual.

10.9 Intellectual Property

10.9.1 Intellectual property are invaluable assets to Gold Circle Investments Limited that contribute to the ability to leverage innovation to produce and bring to market superior products and services. Intellectual property includes Trademarks, patents, copyrights and trade secrets.

10.9.2 The policy of Gold Circle Investments Limited is to secure and protect its Intellectual Property Rights, and to take appropriate action against any individual or group making unauthorized use of Gold Circle Investments Limited's Intellectual Property Rights. Gold Circle Investments Limited is also committed to respecting the intellectual property rights of other individuals or groups.

10.9.3 Employees shall be required to abide by the following requirements with regard to Inventions, Patents, Copyrights and Trade Secrets:

- (1) Individuals are required to promptly submit invention disclosures on innovations in areas such as product or process improvements, business



methods, manufacturing, designs, and software applications to Gold Circle Investments Limited;

- (2) Employees should not disclose inventions to any third party without prior authorization from Gold Circle Investments Limited;
- (3) Promptly report any unauthorized use of Gold Circle Investments Limited's Intellectual Property Rights;
- (4) Do not upload software that isn't business related onto company computers; and
- (5) Do not share software written or developed by company personnel outside Gold Circle Investment Limited without seeking proper authorization.

10.9.4 Trademarks are among Gold Circle Investments Limited's most valuable assets and as such consumers rely on Gold Circle Investments Limited's trademarks as representative of superior quality and performance. Employees are therefore required to protect GCIL Trademarks and/or intellectual property (rights) by:

- (1) Following the appropriate approval steps when using company trademark e.g. ensuring there is a written license agreement in place when personnel outside Gold Circle Investments Limited are allowed to use the trademark in print or promotional items;
- (2) Seeking legal advice prior to use of Gold Circle Investments Limited's trademark or Intellectual Property. The Officer Responsible for Legal Affairs in consultation with the Officers involved in the Department of Product Development and Operational Support shall be responsible for maintaining an updated Intellectual Property Asset Register as per the guidelines of the Financial and Accounting Policies and Procedures Manual.

10.9.5 The Manager Responsible for Legal Affairs in consultation with the Officers involved in the Department of Product Development and Operational Support shall be responsible for maintaining an updated Intellectual Property Asset Register as per the guidelines of the Financial and Accounting Policies and Procedures Manual.

10.9.6 The Manager Responsible for Legal Affairs in consultation with the Officers involved in the training and capacity development shall ensure that all persons on any internship programme adhere to or comply with this policy on Gold Circle Investments Limited's intellectual property including but not limited to signing any undertaking or document in that regard.





Jackson M. Katsigazi
Chief Executive Officer

