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## OPERATION FIRM POLICY & PROCEDURE, 2021

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# Firm Profile

**Frank Tumusiime & Co. Advocates is a service beyond self law firm that has enjoyed more than 15 years of operation in Uganda’s legal service sector. The firm has steadily grown to showcase itself as one of the leading law firms in various areas of practice but more so in finding practical and sustainable solutions for its clients.**

This document sets out the policies and procedures followed by this firm in achieving its vision. It is meant to speak to employees, partners, clients, potential clients, or any other person interacting with Frank Tumusiime & Co. advocates and the same shall be the guiding star of the firm.

The policy is a result of deliberation and input of partners, employees and consultants that has been carefully tailored out of the many years of unprecedented practice espoused by Frank Tumusiime & Co. Advocates meant to leap frog the firm to a top tier law firm.

Although an exception to policy may be made, this policy is established to position the law firm as a leading practice hub, meant to increase work flow efficiency, answer questions of any potential client or partner and to reduce the possibility of uncertainty in the working relationships with the firm.

From time to time, conditions and circumstances may require the Firm to change, modify, amend, or delete the policies or procedures in this manual. The Firm reserves the right to revise or terminate any or all policies, procedures or benefits in whole or in part, with or without notice at any time.

Questions regarding the interpretation of any of these policies should be referred to the partners..

The contribution of all relevant parties cannot be overstated. Our goal is to provide quality services to our clients. By satisfying our clients’ needs, they will continue their relationship with us and we grow with them at each and every step.

## Welcome to Frank Tumusiime & Company Advocates.

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## DEFINITIONS

### **Sexual Harassment -**

The definition of Sexual Harassment includes unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature which unreasonably interferes with an employee's work performance or creates an intimidating, hostile or offensive environment (and/or) where the individual is made to feel as if he or she must agree to the request or submit to the advance in order to get favorable treatment at work.



### CHAPTER ONE: INTRODUCTION

#### **Vision**

To be the leading, trusted and reliable law firm by excelling for our clients at all levels

#### **Mission**

We aim at bridging the gap between our clients, the law and understanding their rights at all levels

#### **Objectives**

To promote a great performance for the firm since everyone in the firm is to be involved in the planning process.

To promote visibility of the firm

To encourage better communication between the employees and the employer

To give the firm a better sense of direction since we know the purpose of the firm and have set and attainable goals

To give the managing partner, senior advocates and administrator time to figure out how the firm should grow with in the discussed time frame

To identify the firm's strengths and weakness so as we address



## Core Values

**We are committed to providing the best possible climate for maximum development and goal achievement for all employees. Our practice is to treat each employee and client as an individual. We seek to develop a spirit of teamwork; individuals working together to attain a common goal.**

In order to maintain an atmosphere where these goals can be accomplished, we provide a comfortable and progressive workplace. Most importantly, we have a workplace where communication is open and problems can be discussed and resolved in a mutually respectful atmosphere. We take into account individual circumstances and the individual employee.

We firmly believe that with direct communication we can continue to resolve any difficulties that may arise and develop a mutually beneficial relationship.

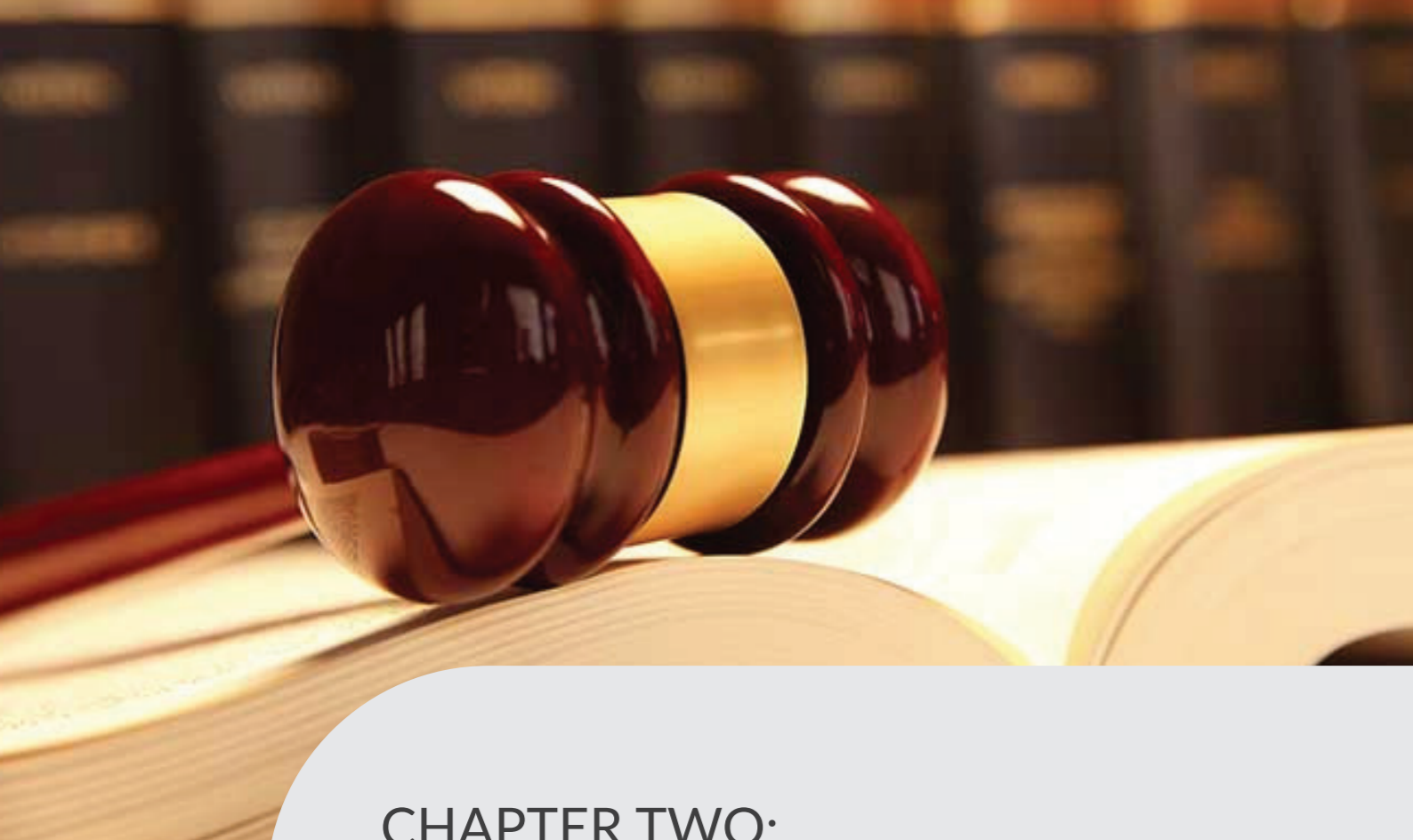
## Nature of business

Frank Tumusiime & Co. Advocates is a law firm leading in various areas of legal practice, advisory and policy formulation in Uganda's jurisdiction as well as the East African Region.

The major areas of expertise include- Corporate and Commercial Practice, Conveyancing and Land Transactions, Family Law, Oil and Gas law, Environmental law, Regional Integration Law, Public Interest Litigation, Mortgage transactions, Human Rights Law, International Business, Banking and Negotiable Instruments Criminal Law as well as Construction law.

The firm has a great clientele as represented at the bottom(Appendix A) and is meant to exponentially grow in the coming years due to improved workforce and greater output.

The firm additionally undertakes probono work as part of its corporate social responsibility with close to Ten(10) probono cases each year.



## CHAPTER TWO: HUMAN RESOURCE

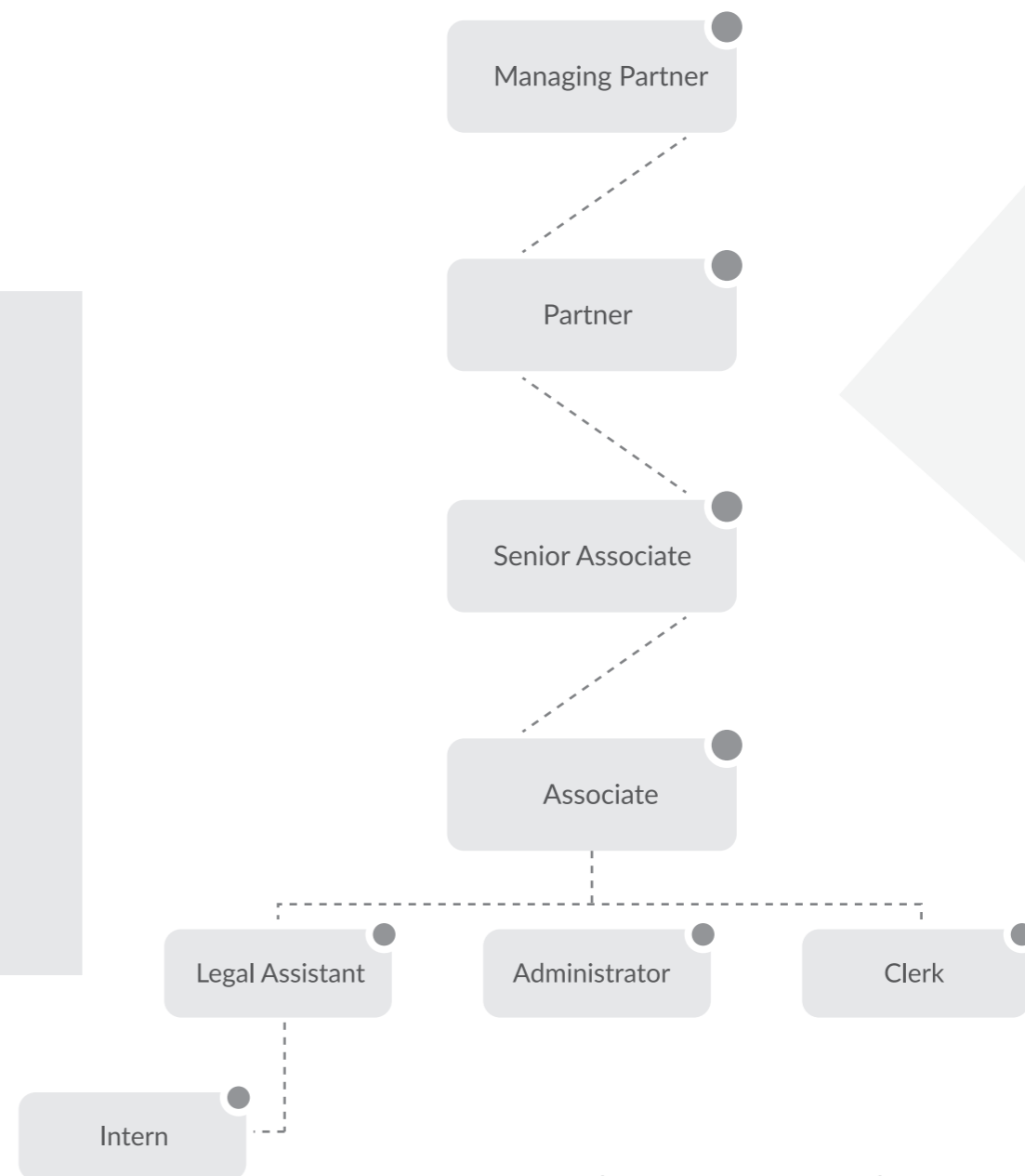
Frank Tumusiime & Co. Advocates is committed to providing equal employment opportunities to qualified persons without regard to race, color, sex, religion, creed, national origin, disability, genetic information, age, marital status, sexual orientation, pregnancy, or any other protected category.

Our continued success depends heavily on the full and effective utilization of qualified persons. We strive to hire, develop, and retain the most qualified people we can find basing our judgment on each individual's job-related qualifications, capabilities, and potential.

Our policies relate to all phases of employment, including recruitment, hiring, placement, promotion/demotion, training, layoff, recall, termination, compensation and rates of pay, employee benefits and participation in all employer sponsored employee activities.

## Firm Hierarchy

The law firm is structured in this format.



Employment in Frank Tumusiime & Co. Advocates is not based on race, color, sex, religion, creed, national origin, disability, genetic information, age, marital status, sexual orientation, pregnancy, political view or affiliation or any other protected category. It strictly is based on professional competence.



### Employer- employee Relationship

The employer-employee relationship is initiated by a contract signed ad idem between the managing partner and the employee. Such is the basis of the relationship between an individual and the firm.

However, some general terms are highlighted in this Policy and the same form part of the entire engagement between the two parties.

### An Open Door Policy

The Firm welcomes open communication between employees, supervisors, partners and managers. The Firm provides on Open Door Policy to encourage an exchange of information. Employees are invited to share their concerns and provide input to their supervisor at any time. Every one forms part of the foundation for this Firm.

It is the supervisor’s responsibility to address any employee concern and provide appropriate follow up with the employee. If, however, the immediate supervisor cannot adequately address the issues, problems or question, the Managing Partners is the go-to person.

### Standards of conduct/code of conduct

When groups of people work together, reasonable rules are necessary to conduct an orderly business and make working conditions more pleasant for everyone.

All employees are expected to adhere to all policies and practices of the Firm. It is further expected that they conduct themselves in a professional manner at all times, and exhibit the highest level of integrity in performing their job. It is equally important to maintain a positive work environment through good working relationships with clients, colleagues, and co- workers, and that emphasizes our commitment to good customer service.

### Employee Accountability

There’s no room for carelessness in the highly regulated and fast-paced law practice. Your employees have to be up and doing because dropping the ball could affect people’s lives and properties.

One great way to motivate employees to do their jobs efficiently is to create a conducive work environment and hold them accountable for their performances.

### Employee targets

The managing partner and partners are required to attract clients for the firm. But to encourage the work ethic, all individuals of the firm are encouraged to attract and maintain clients. The following are the targets of each team member

EMPLOYEE	NET WORTH OF CLIENTS (US \$)
Partners	\$ 100,000
Senior Associate	\$ 40,000
Associate	\$ 20,000
Legal Assistant	\$ 5,000

At all times, interests of the firm must be catered for. Any work done on company time and resources requires the billing that remits 30% of the fee charged.

## Partnership Policy

To qualify for consideration to be partner in this Firm, an advocate member of staff, any advocate(s) not being a member of staff, any private investor, any Law Firm (National or International), Any Private Company of Good Reputation(National or International) and/or any none advocate investor, should conform to the following;

### International collaboration

To enter partnership with Frank Tumusiime & Co. Advocates, the value of the partnership should at the minimum be valued at Five Million United States Dollars (5,000,000 USD).

### Client Targets

An advocate staff (employee) should be able to bring work worth the Firm. This is regardless of the fact that it could be handled by some other advocate other than themselves.

- a. An advocate should be able to bring in, on a minimum, a client each quarter, that is about four clients a year.
- b. An advocate must consistently produce personal billings worth at least three (3) times their salary.
- c. Every advocate who does private work on company time and resources shall remit 30% of the earnings from that work to the firm for purposes of transparency and accountability.

The firm has set client portfolio targets for all employees as provided below.

EMPLOYEE	CLIENT PORTFOLIO (US \$)
Partners	\$ 50,000
Senior Associate	\$ 50,000
Associate	\$ 10,000
Legal Assistant	\$ 3,000

## Internships

The law firm may employ the services of internship workers to execute given tasks. Internship workers are not entitled to salary payments or any benefits. Internships employees shall be inducted into the working mechanisms of the law firm. Internship shall be employed on an as is basis.

## Employee Appraisals

All employees shall be subjected to annual appraisals of their work to reveal Employee mid-year and annual evaluation appraisals shall attract a salary bonus at the end of each year.

The appraisals are an opportunity to reflect and do a self-evaluation, obtain constructive feedback from the supervisors and also give feedback to supervisors.

## Certification, licensing and other requirements

In a bid to maintain the high standard of professionalism, the law firm requires that all employees are up to date with industry-specific certification, membership or subscription. Failure to qualify or to maintain a certification or license may be sufficient cause for termination.

The law firm shall ensure that members maintain their required minimum qualifications for certification as advocates.

## Benefits

The following is a list of employee benefits. The Firm reserves the right to modify or terminate these benefits at any time for any reason. Where the benefit arises from an established employee benefits plan, it is governed by the plan documents.

- ◆ Professional Organization Memberships as approved by the Firm Attorney
- ◆ Job Related Seminars
- ◆ Job Related Trainings

## Annual retreat

The law firm shall organize an annual retreat at the close of the year. The retreat shall be part of re-orientation into the core values and objectives of the firm, to reflect on the yearly performance, present an annual report of the firm, build team spirit and also to plan for the year ahead.

The retreat may be attended by any outsider or client that will help further the interests of the firm.

The logistical arrangements of the annual retreat shall be determined by a committee set up by the managing partner.

## Leave days

The law firm is cognizant of the leave days accorded to any employee under the Employment Act, 2006, The attendant Regulations and international labour instruments and observes such limit. Such types of leave include sick leave, maternity leave, paternity leave, compassionate leave,

- **Sick Leave**

*The employees have the liberty to enjoy this leave. But they hold an equal duty to notify the supervisor and as well produce medical note or evidence of treatment of such disease upon return to work.*

- **Maternity Leave**

*A female employee of the Firm shall, as a result of pregnancy, be entitled to a period of sixty working days leave from work on full wages referred to as "maternity leave". In addition, at least four weeks shall follow a miscarriage by a female employee. A female employee of the Firm shall after her pregnancy, be entitled to return to her employment with the Firm on similar terms.*

- **Notice for Leave Days**

*Notice for leave days must be provided one (1) week before the said dates to allow for proper hand over, allocation of duties and continuation of work of the firm.*

## Dress Policy

Employees are expected to maintain the highest standards of personal cleanliness and present a neat, professional appearance at all times. A well-groomed, properly attired appearance in a professional working atmosphere is essential and helps give confidence of our overall effectiveness to the client.

## Discrimination and sexual harassment

The Firm expressly prohibits discrimination based on race, color, sex, religion, creed, national origin, disability, genetic information, age, marital status, sexual orientation, pregnancy, political view or affiliation or any other protected category.

The Firm takes all allegations of discrimination, harassment and retaliation very seriously and is firmly committed to ensuring a workplace free of discriminatory activities. Anyone engaging in discrimination, harassment, or retaliation is subject to disciplinary action up to and including termination.

Conduct that interferes with the Firm or an individual's work performance, or creates an intimidating, hostile or offensive working environment is prohibited. The Firm will not tolerate any attempts of retaliation against an employee who raises a sincere and valid concern that this policy has been violated.

### While not exhaustive, the following is a list of some examples of sexual harassment:

- *Unwanted sexual advances.*
- *Offering employment benefits in exchange for sexual favors.*
- *Making or threatening reprisals after a negative response to sexual harassment.*
- *Visual conduct such as leering, making sexual gestures, displaying or distributing sexually suggestive objects or pictures, cartoons or posters.*
- *Verbal conduct such as making or using sexually derogatory comments, epithets, slurs or jokes.*
- *Verbal sexual advances or propositions.*
- *Verbal abuse of a sexual nature, graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual, suggestive or obscene letters, notes or invitations.*
- *Physical conduct or threat of physical conduct, such as touching, assault, or impeding or blocking movements.*





There are occasions where the Firm becomes aware of personal relationships that develop between staff members and/or attorneys. This is important to the Firm because of the relationship's implications to our sexual harassment policy.

If a personal relationship between staff member(s) and/or attorney(s) is known to exist, there should be a determination by the Firm Attorney if a letter of consent should be secured between the two parties. The letter provides protection to the Firm in the event the relationship between the two parties becomes strained in anyway.

### ***Reporting and Investigating Discrimination, Harassment and Retaliation***

The Firm utilizes an internal investigation process to respond to any such complaints. Anyone who believes he or she is subjected to discrimination, harassment, or retaliation, or who has witnessed such conduct, must report the conduct to the Managing Partner immediately.

A thorough investigation is conducted and there is retaliation against victims or witnesses for participating in the investigation. Anyone who knowingly fails to report an incident of discrimination, harassment, or retaliation may be subject to disciplinary action.

Parties must exercise a high degree of confidentiality while dealing with matters to protect the privacy of all parties involved

### **Assurance of Non-Retaliation**

The Firm expressly prohibits retaliation of any kind against anyone for reporting harassment or discrimination. Any such retaliation will not be tolerated and may result in discipline up to and including termination.

## CHAPTER THREE: CLIENT CARE AND ENGAGEMENT

As a leading law firm, our main purpose is to serve Clients and serve client with utmost dedication, professionalism and efficiency. Our client care procedure from the time one enters our doors is delineated below.

### Client care procedure

- Client enters our chambers
- Receives a warm reception and an inquiry is made into their issue by the administrator
- The administrator, well knowing our firm's areas of expertise directs the client to an advocate for initial consultation.
- How do we direct them to the responsible advocate
- Where they are many the advocate may meet them in the general board room to ascertain their purpose of the visit.
- Once agreeable, the client then must open up a file with the firm to represent the said person as their lawful attorneys or lawyers
- The file opening fee is at a modest **UGX 500,000** (Five hundred thousand shillings only) whereupon the client shall be issued with a receipt of payment in the names of the law firm.
- The client then fills in a Client-engagement form. ( A template is found with the administrator).
- The engagement form allows for details such as-
  - Names, address and contact, date
  - Nature of business/issue/engagement
  - Advocate handling the matter
  - Documents submitted
  - Signature of client
  - Brief of the issue/case/matter

Thereafter the client shall be provided with updates as and when the need arises but in all matters not more than 1 month apart.

## CHAPTER FOUR: FINANCIAL SYSTEMS

The longevity of our firm hinges on our sustainable financial systems. Daily operations demand huge financial costs that are not sustainable on weak financial systems.

In Frank Tumusiime & Co. Advocates, we examine cash inflow and outflow as key indicators of our financial systems all the while ensuring that cash inflow is higher than cash outflow. The firm discourages any member from shortchanging the firm by charging low rates just to stay in business and the circle continues while operation against the Advocates(Remuneration) Rules. We maintain adequate book keeping, streamline financial procedures such as billing, book keeping and accounting and also maintain separate accounts for clients and for the law firm.

*All employees must have bank accounts and payments are through bank transfers strictly except for petty cash.*

### Salary and allowance payment policy

All members shall receive their monthly remuneration by the fifth day of each new month for the month preceding the current, subject to availability of funds. All salaries are to be paid directly into the employees' respective bank accounts by Electronic Fund Transmission System or cheque.

All allowances due to employees of the Firm shall be paid either, on a weekly basis or aggregated as a lump sum and paid at the end of the month. This can be cash, bank cheque or Electronic Fund Transmission.

### The allowances considered by the Firm include;

- Court attendance by advocates,
- Transport allowance for employees and
- Sitting allowance
- Over and above professional allowance (including for litigation surgery, extra work hours on an as is basis)
- Annual salary bonus at the end of the year.

The value of the employee annual salary bonus grant shall be determined by the firm.

### Business expenses

This policy is designed to assist employees in reporting expenses incurred while conducting the Firm's business activities.

The Firm expects employees to act responsibly and professionally when incurring and submitting costs. The Firm will reimburse employees for reasonable expenses on pre-approved business. This includes, for example, travel fares, accommodations, meals, tips, telephone and fax charges, and purchases made on behalf of the Firm.

### General Guidelines

Original receipts are required for reimbursement of all expenses.

These expenses include Receipts must be accompanied by a summary which outlines:

- The nature of the expense
- The name and titles of the individuals involved
- The purpose for the expense

All expenses and summaries must be submitted within 30 days to the Firm Attorney for payment.

The following list includes examples of non-reimbursable expenses:

- Personal travel insurance
- Personal reading materials
- Childcare
- In-room movies or video games
- Sporting activities, shows, etc
- Toiletries, cosmetics, or grooming products
- Expenses occurred by spouses, children, or relatives unless expressly approved by Firm Attorney

## CHAPTER FIVE: MANAGEMENT

### Personal Information

Any changes to your personal information (i.e. address, phone, marital status, next of kin, emergency information) that occur while employed with the Firm must be provided to the Managing Partner in writing as soon as the change occurs. Emergency contact information must be kept up to date while employed by the Firm.

### Office hours

Office operating hours are from 08:30 hours until 17:00 hours Monday through Friday. Lunch break commences at 13:00 hours to 14:00 hours. The law firm takes not of all nationally declared public holidays and the same shall not be working days.

Every year, the office closes from Christmas Eve through New Year's Day. The employee has the option of taking this as unpaid leave or utilizing vacation time accrued.

Regular attendance and punctuality is an important requirement of this firm. This is to allow the timely execution of client's work

### Use and care of firm property

All members of staff must take utmost care of and economically utilize the Firm property entrusted with them.

Each member of staff shall be provided with an identity card which shall be the property of the Firm. The identity card must be kept securely and surrendered upon termination of employment. In case of loss, such loss should be reported immediately to the Managing Partner through the Firm administrative assistant.

All defective or inadequate equipment must immediately be reported to the Administrative Assistant and ultimately to the Firm Managing Partner. No member of staff shall remove any movable property of the Firm from its appropriate place or position without permission.

Permission to remove any Firm movable property by a member of staff shall only be obtained from the Managing Partner or the administrative assistant upon approval by the Managing Partner.

Any member of staff who with permission removes Firm movable property from the designated office to their abode or a place otherwise than Firm Offices, shall take full responsibility in case of loss, damage or destruction.

The movable property of the Firm include among others; computer laptops, computer desktops, computer central processing units, computer mouse, computer printers, photocopier machines, projectors, microphones, video and audio recording devices, data storage devices and hard discs, internet wifi routers, computer spare parts, furniture, motor vehicles and any other firm machines and movable property.



## Travel authorization

Where an employee is travelling on Firm business, they must have authorization from the supervisor prior to making travel arrangements. When using personal means or a rental car for Firm business, the employee must have a valid license and adequate insurance. The firm is not responsible for damage to the car while on Firm business. Reimbursement for travel will be made according to the mileage allowance given by the Firm, unless one uses the firm-paid rental car, then no mileage reimbursement will be paid. All mileage and all travel related receipts must be turned into the Firm Administrator for reimbursement.

## Unacceptable activities/conduct

Your behavior, both in and outside of the office, reflects on this Firm. As such, all employees are expected to behave in a manner that portrays the ethics, standards and quality required of an advocates but mostly the values espoused by Frank Tumusiime & Co. Advocates.

Note that the following list of unacceptable activities/conduct does not include all types of conduct that can result in disciplinary action, up to and including termination.

The list of unacceptable activities/conduct both in and outside of the office, for all employees, is as follows: Note that this list may not be exhaustive and any conduct shall be examined to ascertain its implications.

- a Violation of any Firm rule; or any action that is detrimental to the Firm's efforts to operate profitably.
- b Negligence or any careless action, which endangers the life or safety of another person that is not in the interest of the law firm. Deliberate negligence will result into personal expense to avert the damage.
- c Deliberate occasioning of loss to the firm/loss of files. This attracts the punishment of summary dismissal.
- d Being intoxicated or under the influence of illegal substances while at work; use, possession or sale of a illegal substance, except medications prescribed by a physician which do not impair work performance.
- e Unauthorized possession of dangerous or illegal firearms, weapons or explosives on the Firm's premises or while on duty.
- f Engaging in criminal conduct or acts of violence or making threats of violence toward anyone while on the Firm's premises or when representing the Firm; fighting, or provoking a fight on the Firm's premises, or negligent damage of property.
- g Lack of curtesy, insubordination or refusing to obey instructions properly issued pertaining to your work; refusal to help out on a special assignment.
- h Threatening, intimidating or coercing fellow employees on or off the premises at any time, for any purpose.
- i Engaging in acts of sabotage; negligently causing the destruction or damage of Firm property, or the property of fellow employees, clients or visitors in any manner.
- j Theft or unauthorized possession of Firm property or the property of fellow employees; unauthorized possession or removal of any Firm property, including documents, from the premises without prior permission from management; unauthorized use of Firm equipment or property for personal reasons, using Firm equipment for profit.
- k Dishonesty; falsification or misrepresentation on an document or other work records; lying about sick or personal leave; falsifying reason for a leave of absences or other data requested by the Firm; alteration of Firm records or other Firm documents

CHAPTER FIVE:  
MANAGEMENT

- l Violating the Confidentiality Agreement; giving confidential or proprietary information to other firms or to unauthorized employees; working for a competing firm while an employee; breach of confidentiality of personnel or client information.
- m Engaging in behavior which creates discord and lack of harmony; interfering with another employee on the job; restricting work output or encouraging others to do the same.
- n Immoral conduct or indecency.
- o Unsatisfactory or careless work; failure to meet production or quality standards as explained to you by your superior.
- p Any act of harassment, sexual, racial or other; telling sexist or racist jokes; making racial or ethnic slurs.
- q Leaving work before the end of a workday or not being ready to work at the start of a workday without approval of your superior; stopping work before time specified for such purpose.
- r Excessive use of company telephone for personal calls or personal cell phone use during work hours.
- s Obscene or abusive language toward any superior, fellow employee or client; indifference or rudeness towards a client or fellow employee; any disorderly/antagonistic conduct on the firm's premises
- t Failure to immediately report damage to, or accident involving, Firm equipment.



## Professional ethics

The reputation for integrity by Frank Tumusiime & Co. Advocates is one of its most valuable assets and is directly related to the conduct of its employees. The Firm adheres to the highest legal and ethical standards applicable in our business. The Firm's business is conducted in strict observance of both the letter and spirit of all applicable laws and the integrity of each employee is of utmost importance.

### *Illicit dealings*

The firm discourages any illicit dealings by any of its members whether for personal interests or interest of clients. These include theft of property, financial impropriety, bribery, corruption, client touting, deliberate mis-information and such others.

*The Managing Partner reserves the right, however, to determine when an employee's activities and behavior represent a conflict with our interests and to take whatever action is necessary to resolve the situation, including termination*

### *Conflict of Interest*

Exactly what constitutes a conflict of interest or an unethical business practice is both a moral and legal question. The Firm recognizes and respects the ability of individuals to engage in private activities outside of employment. However, all these activities must be in line with the vision, objectives, and interests of the firm

### *Confidentiality*

Protecting our Firm's information is the responsibility of every employee and we all share a common interest in making sure it is not improperly or accidentally disclosed. Do not discuss the Firm's confidential business with anyone who does not work for us.

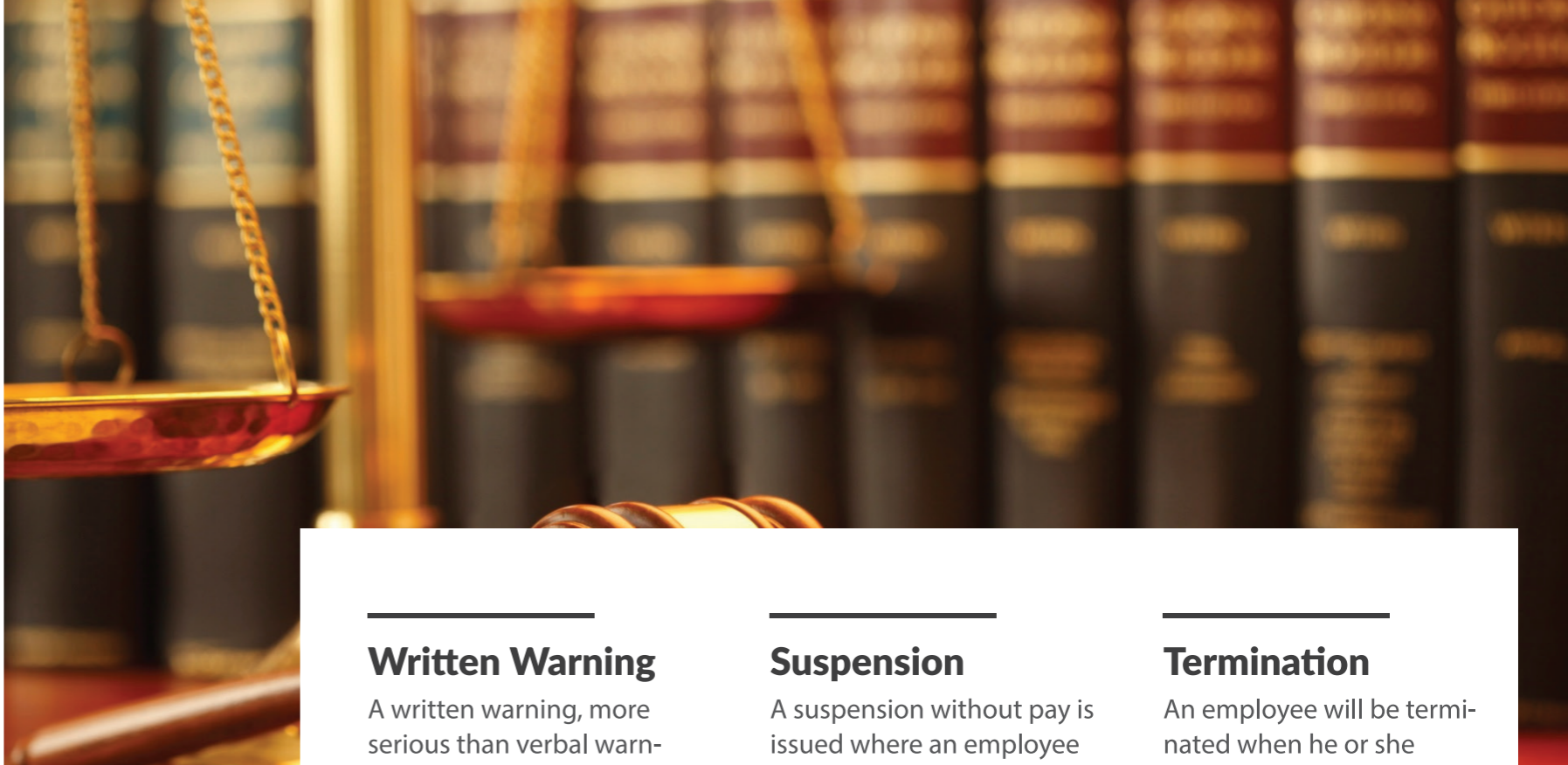
## Workers' compensation

The law firm caters for employees and requires that they are safe. Where a person incurs an accident while in performance of their duties, the law firm shall duly cater for the outcomes as according to the Workman's compensation Act and attendant laws.

The law firm additionally shall, when issuing contracts with persons, consider health insurance for every person as part of the employment relationship.

# Discipline

The Firm has adopted a progressive discipline policy to identify and address employee and employment related problems. This policy applies to any and all employee conduct that the Firm, in its sole discretion, determines must be addressed by discipline. The Firm takes a comprehensive approach regarding discipline and will attempt to consider all relevant factors before making decisions regarding discipline.



Most often, employee conduct that warrants discipline results from unacceptable behavior, poor performance or violation of the Firm's policies, practices or procedures. However, discipline may be issued for conduct that falls outside of those identified areas. Equally important, the Firm need not resort to progressive discipline, but may take whatever action it deems necessary to address the issue at hand.

Progressive discipline is the exception rather than the rule for probationary employees.

### Verbal Caution

The Firm Attorney of Office Administrator/Manager will issue a verbal caution to an employee who engages in suspect behavior for employees of a law firm. The period that the employee is considered in a verbal caution is the balance of his/her employment.

### Verbal Warning

A verbal warning is more serious than a verbal caution. An employee will be given a verbal warning when a problem is identified that justifies a verbal warning or the employee engages in unacceptable behavior during the period a verbal caution is in effect.

### Written Warning

A written warning, more serious than verbal warnings, may be given when an employee engages in conduct that justifies a written warning or the employee engages in unacceptable behavior during the period that a verbal warning is in effect. Written warnings are maintained in an employee's personnel file and remains in effect for two (2) weeks.

### Suspension

A suspension without pay is issued where an employee engages in conduct that justifies a suspension or the employee engages in unacceptable behavior during the period that a written warning is in effect. An employee's suspension will be documented and the length of the suspension will be determined on an individual basis.

### Termination

An employee will be terminated when he or she engages in conduct that justifies termination or does not correct the matter that resulted in less severe discipline.

### Summary dismissal

*An employee will be summarily dismissed where there is evidence gross misconduct or insubordination towards a supervisor and ultimately the managing partners. Instances of gross misconduct include-*

- Deliberately mishandling cases
- Conniving with adverse parties
- Undertaking negotiations that are against the interests of the company
- Deliberate occasioning of loss to the firm
- Loss of firm files
- Fraudulent actions

### Separation of employment

Should an employee decide to resign for any reason, the Firm requests, but does not require, that the individual provide as much notice as possible. It is requested that the employee provides a minimum of 14-calendar days' notice prior to departure. This notice allows for a smooth transition of duties and enhancement of working relationships. Prior to an employees' departure, the Firm may request that they meet with the Managing Partner to provide work-related feedback on the Firm. This allows the Firm to continue to evaluate their policies and practices and to improve the same if possible.

Prior to the departure date, an employee will be required to return all Firm documents, materials, and equipment. They may also be asked to turn in any outstanding expense reports, if applicable. No materials or documents should be copied or in any way duplicated and taken with you when you separate from employment.



## CHAPTER SIX: COMMUNICATION STRATEGY

The law firm shall maintain an offline and online communication strategy in order to reach its wide base of clients and well as extend any services to the world.

### Online interface

The firm shall maintain an online internet presence through various online platforms. These platforms include;

- a. *An updated website,*
- b. *A blog for publication of legal material*
- c. *A twitter account and Facebook account.*
- d. *Organization of webinars and online chats*

These shall be used to communicate work done by the firm, areas of expertise as well as general trends of legal practice in the national, regional and international.

The firm shall decide on who to operate its online platforms, when or how often to post, what material is posted and the audience to which it is addressed.

The online platform shall not be misused to further any agenda other than achieving the mission, vision and objectives of the law firm.

### Internal Communication

Internally, all official communication shall be through work emails. The firm is also equipped with intercom services that should be responsibly used by the members of the firm to improve access and allow for efficiency.

### External Communication

External communications shall have a turn around time of 24 hours within which any communication whether electronic or written shall be responded to. The same must be brought to the attention of the Managing Partner and the Senior Partner to allow for monitoring of information shared between the law firm and the outside world.

### Email and internet use (including social media)

The Internet is to be used for business purposes only and should not be utilized for personal reasons. Access to pornographic or other inappropriate websites is strictly prohibited. Checking Facebook or other internet social media websites is prohibited during work hours and if necessary, only during lunch or after hours, but not on office computers.

Office Wi-Fi and other devices should be used for the Firm's purposes only.



## CHAPTER SEVEN: AMENDMENTS

The firm policy shall be amended upon resolution of partners together with employees as and when need arises.

However, every five(5) years, the Policy shall be tabled and acquiesced to by the existing employees.

### Suggestions

Frank Tumusiime & co. Advocates is a firm built on foundations of collegiality and team work. If you have any suggestions or ideas that you believe would benefit the Firm, we encourage you to tell us about them.

We are always looking for suggestions that improve morale, procedures, working conditions, and reduce costs or errors. If an employee, partner or client has any suggestions, we encourage them to contact the Firm Attorney or any other member of management.

### Clients

Among the many clients, Frank Tumusiime & Co. Advocates provides services for

Letshego Uganda Limited  
Premier Credit Limited  
Uganda Micro Credit Foundation  
Advocates For Natural Resources & Development  
Forum for Women in Democracy  
CSBAG  
Master Grain (U) Limited  
Project Affected Persons in Karamoja  
Project Affected Persons in Tilenga Project (Buliisa District)  
Leigham Auto Parts  
Barletts Investments Limited

