**INTRODUCTION**

INSITU ENGINEERING NIG. LTD. Our company, INSITU Engineering Nig. Ltd, is a frontline Civil Construction company with specialty in delivering of modern affordable Housing Estate, Construction of Road, Drainages, Rural Electrification, Water Dam, Irrigation Schemes, Sewage system, Supply Interior Decoration and project management, INSITU Engineering Nig. Ltd. is desirous construct mass housing road network especially in Abuja (FCT). We have the capability and capacity to execute any project as we are known to have distinguished ourselves in delivery of quantity construction works thereby creating state of the art aesthetic values. The outstanding performance of INSITU Engineering Nig. Ltd, have tested and seasoned professionals with up to date technology and Construction Machineries and Equipment to properly execute any project. The well trained and experienced personnel of our company possess the capabilities and capacity to provide the following services

**Personnel and Staff**

Inset Engineering Company maybe young in date of establishment, but professional wise is better that what you may be required in a firm.

Musa Shuaibu Otse: is the Managing Director/CEO of the company, has over ten (10) years’ experience in building and construction project management in Bahrian/Dubai. Qualified & experienced Civil Engineer, working on various types of projects and handling site supervision, man power allocation, coordination with engineers and clients. Excellent analytical, problem solving, engineering design, negotiation, coordination, supervision, communication and management skills. Registered with Society of Engineers in United Arab Emirate. A dedicated team player, who can bring to your organization: professional organized work approach, complete dedication and capability to perform under work pressure. Possess expertise in Site Supervision, Planning, Estimation, Costing, Site Coordination, meeting-Presentation & Correspondence. As the Managing Director of Son of David Construction Company Ltd, under his management and development ideas The company have develop major project in Abuja, Such as the Katampe NNPC, The Nationwide Estate in Apo (ongoing) The 40 Room Hotel at Opp. Ventra Plaza

Kubwa onging. 7 bedroom Duplex at Maitama, Renovation of Nile Place Resituate, at No. 10 Nile Street Maitama. 7 Bedroom Duplex at Okpekpe, Etsako East, Edo state, 6 Bedroom At Army Estate Kubwe, Abuja etc.

ENGR. KINGSLEY CHIGOZIE NWEKWO (Director) (MNSE, COREN REG NO: 18656) Holds a Bachelor of Engineering in Civil Engineering from FEDERAL UNIVERSITY OF TECHNOLOGY – OWERRI. . is a Civil Engineer with over 13 years’ experience as Site Engineer, Site Manager etc. He is a register Member of COREN ( R.18656), He is also a member chartered project manager and a corporate member of Nigerian Institute of Management. He have project of G+7 as ongoing project in Abuja .

MOH’D ARSHAD ALI: (Senior Engineer) Holds a Bachelor of Engineering in Civil Engineering from Jamia Islamia, New delhi, India. A technocrat with over 9 years of experience in field construction on various levels of construction with technical expertise in managing the technical support functions. He has been involved in the design, construction and supervision of many other projects for his former employers, Jumeirah Properties Investment where he was a structural Engineer for projects like B+G+33 Residential and commercial Building “Indigo Tower” at Jumeirah Lake Towers, Dubai; Residential Building (For Sheffield Real Estate) on plot No CBD 07 at International City, Dubai; Residential building (For Abu Dhabi Investment) at Al Barsha, Dubai; Residential building (For Indigo properties) at Rolla Square, sharjah. He also worked with Chawla Construction LLC, New Delhi, India , as a Structural Engineer where he was involved in the design and supervision of so many other projects.

CHINEYE FRANKLIN AYAKUDO: (Director), With Bsc. Business Administration from Imo States University, Owerri, He have being the sole personal that Manager Son of David Construction Ltd, since 2012 till Date, Of which within this period of time. The company have develop major project in Abuja, Such as the Katampe NNPC, The Nationwide Estate in Apo (ongoing) The 40 Room Hotel at Opp. Ventra Plaza kubwe onging. 7 bedroom Duplex at Maitama, Renovation of Nile Place Resituate, at No. 10 Nile Street Maitama etc.

USMAN HARUNA: Holds a Higher National Diploma (H.N.D) in Architecture from Federal Polytechnic, Zamfara State. With his extensive experience as an Architect, he has been involved in the design and supervision of many other projects for his former employers:

-Kano State

-Kano State

-Kano State

is also a principal business development company with a proven track record. It is an indigenous firm and incorporated in Nigeria with the mission of providing the Nigerian trading industry and the environment efficient and effective professional services, supplies, civil and building construction, Borehole Drilling and General contracts, clients charge INSITU ENGINEERING NIG. LTD. to meet a purpose in solving problem. The firm sees itself as the solution to clients needs. Our clients are our partners and over time we have made them a profit convenience and made life easier for them. INSITU ENGINEERING NIG. LTD. leverages its staff and systems to deliver value to its customers.

INSITU ENGINEERING NIG. LTD. is a company with hands on experience in various kinds of contract services such as general supplies of office equipment, office furniture, computer accessories , oil Gas, medical equipment, borehole drilling, civil works, building construction and general contracts.

Our pragmatic approach to material supply and logistics services has endeared us to our clientele and this is basically because of our firm‟s quality of staff, product quality policy and our attention details and specification on any given project.

Our team of staff has distinguished themselves in General supply, office equipment, generators, office furniture, civil & building construction, hospital/medical equipment, material supply and logistics services over a period of time.

At INSITU ENGINEERING NIG. LTD. we emphasize on total supplies (office equipment, furniture, hospital/medical equipment) and customer satisfaction in all aspects of our services. In the light of the foregoing, we are not in any doubt that we have the same pragmatic approach, quality policy, speed and attention to detail and specification. COMPANY ETHOS:

INSITU ENGINEERING NIG. LTD. has a clearly defined set of values and beliefs, which sum up our activities. We are proud of our company values as well as committed to delivering them consistently. OUR VALUES:

i. Clients Focus: We are committed to understanding the changing needs of our clients and our business will evolve in accordance with their requirements.

ii. A people Business: Our staffs are most valuable asset and we give full priority to their welfare, health and safety.

iii. Pride: We are proud of the company we work for and take great pride in a job well done.

iv. Integrity: We operate with utmost integrity in every facet of our company. The desire to contribute positively to the needs and development of the company was the aims of teaming up to face the immediate challenges that may present

itself of the company. Our establishment deals with over 100 employees of various categories during a full time engagement period. We undertake quality

1.2 MISSION STATEMENT:

INSITU ENGINEERING NIG. LTD. Mission is “to provide good quality Engineering, Procurement and Construction service to our clients with high commitment to people service profile philosophy while ensuring safety in actualizing your dream.”

1.3 VISION:

We strive to be high value player in all our business concerns, by ensuring A TOTAL QUALITY SERVICE as well as SAFETY OF PERSONNEL AND EQUIPMENT.

1.4 COMPANY VALUE:

INSITU ENGINEERING NIG. LTD. has a clearly defined set of values and beliefs, which sum up our raison d‟être and underpin all activities. We are proud of our company values as well as committed to delivering them consistently. 1.5 OUR VALUES: i. Client Focused:

We are committed to understanding the changing needs of our clients and our business will evolve in accordance with their requirements.

ii. A people Business:

Our staffs are most valuable assets and we give full priority to their welfare, health and safety.

iii. Pride:

We are proud of the company we work for and take great pride in a job well done.

Iv Environment: We care deeply about achieving a sensitive and sustainable balance between the needs of wild life, the environment and man.

V Integrity: We operate with utmost integrity in every facet of our business.

2.0 ABOUT US

INSITU ENGINEERING NIG. LTD. is a total construction service Company. Our major interest include: Construction , such as Motor Roads , Reinforced concrete and Bridges; Building of Telecommunication cell sites, such as Towers and Mast, Civil and Electrical Projects; Estates and Projects; Estate and Property Development/Management; Procurement, Logistics and Consultancy Services.

We hold a bright and purposeful management method coupled with modern techniques that compliment the skills and services required of any competent construction firm in the execution of long term or short- term projects.

The INSITU ENGINEERING NIG. LTD. professional team in their respective practices has been involved in practical architectural and engineering design services, building construction, execution of large engineering projects, feasibility and research works. All these make our end results undoubtful and distinctive.

The desire to contribute positively to the needs and development of the construction industry was the aims of teaming up to face the immediate challenges that may present itself of the construction industry in Nigeria, which is widely dominated by incompetent hands and quacks.

Our establishment deals with over 65 employees of various categories during a full time management period. They include Technicians, Craftsmen and a majority of unskilled labours who end up as craftsmen and technicians after a period of participating in our in-house training program.

3.0 DETAILS OF OPERATIONS

3.1 Civil Engineering

Our Civil Engineering operations includes building of high way bridges, town-ship roads, culverts, boreholes, dams, irrigations, erosion control, water and petroleum pipe line etc.

3.2 Estates and Properties:

We undertake properties development for private, corporate and governmental organizations as well as manage properties on a lease, rent, or outright sales and purchase as the case may be.

3.3 Electrical/Building Services:

Our operations include building of telecommunication cell sites, construction of residential and commercial houses, hospital, hostels, industrial and factory buildings, warehouses, renovation and/or modification of the aforementioned.

3.4 Tower/Cell Site Construction:

Since the introduction of GSM services in Nigeria, operators are striving to expand their network to provide telecommunication services to every part of

the country. This cannot be achieved without the construction of Base Stations and the Switching Centers.

INSITU ENGINEERING NIG. LTD. has participated actively in providing these services for GSM operators. We deliver within specified periods through vast experience of or Project/Technical Team.

3.5 Networking:

We are able to offer quality assistance within the field of data communications, covering a broad range of Technologies, from ad-hoc Installations, internet services to full turnkey operations. Our product and services include wireless and satellite connectivity, leased line connectivity, virtual ISP solutions, technical assistance and ICT consultancy.

3.6 Consultancy Services:

We undertake; Architectural Engineering designs for building and Civil Engineering Projects, Management supervision, cost and /or quality control of all engineering projects within our scope.

4.0 COMPANY POLICY:

INSITU ENGINEERING NIG. LTD. is an indigenous company dedicated to the development of Nigeria.

We are an environment friendly establishment, committed to the protection of the environment through the ensuring of high safety standards in the execution of all jobs,

We are fully committed to staff welfare as a means of ensuring higher productivity and boost cordial relationship with host communities.

INSITU ENGINEERING NIG. LTD. is committed to EFFICIENCY at all times.

POLICY MANUAL

This manual shall serve as a guide to achieve a uniform safety program. It is INSITU ENGINEERING NIG. LTD. intent to provide a safe and healthy working environment for all its employees and this can only be accomplished through cooperation from all personnel at the project site.

It is the responsibility of the project management and supervisor to enforce all federal, state, local and client rules and regulations which pertain to safety. This safety manual is a guide to affect the following objectives.

Eliminate personal injury and property damage, thus reducing the monetary loss to INSITU ENGINEERING NIG. LTD. and eliminating the human suffering of the employee.

Establish lines of communication responsibility and accountability for the safety program for each project.

Define responsibility for safety at all levels of the organization.

Providing guidelines for uniform implementation of a safety program on the projects and ensure strict compliance with INSITU ENGINEERING NIG. LTD. client and statutory requirements.

Provide a safe work place and conduct an active safety program.

Develop safety policies and procedures for efforts not covered by federal, state and local standards.

Facilitate a construction effort without injury or accident in a practical and cost effective manner.

Communicate expectations for safety and health to all employees.

Provide instructions and skills training as required.

4.1 QUALITY POLICY:

Our quality philosophy is to protect our client‟s best interest commensurate to compliance with sound professional practices, ethics and values for money.

INSITU ENGINEERING NIG. LTD. place Quality Assurance and Safety Management high on our agenda. That is why we have both a dedicated Quality Manager and a Safety Manager who control and assure maintenance of a fully accredited ISO 9002, 9004, 14001, and BS 5750 Quality management system and safety management system.

A process of continual appraisal ensures that the highest standards are constantly delivered SAFELY and EFFECTIVELY.

4.2 SAFETY POLICY:

It is the policy of INSITU ENGINEERING NIG. LTD. to ensure safety, health and welfare of its entire staff. It is also the company policy to ensure the safety and health of the people in that environment. In the pursuance of its policy, the company‟s management is wholly committed to training of its staff to arouse safety consciousness in them, provides all necessary safety protective equipment to enhance safety of personnel in their operations and educate all employees on the importance of health and safety at work.

Furthermore, the management thus pledges to adhere rigidly to the health and safety laws of the Federal Republic of Nigeria and to those rules and regulations of all bodies and agencies recognized by the government i.e. IEF, ASME, API, IP.

4.3 H.S.E.S POLICY

INSITU ENGINEERING NIG. LTD. has it as a policy that “All Operations on Project Site” will be carried out in such a way as to enhance prevention of injury and preservation of the health of its employees, employees safety and members of the Public (Community) that may be involved in its operations.

i. HEALTH:

To promote and encourage good health to all INSITU ENGINEERING NIG. LTD. employees observe and identity health hazards at work sites and communicate details of hazards/dangers to personnel as appropriate.

INSITU ENGINEERING NIG. LTD. will conduct medical examinations as required by status and ensures that confidentiality of such examinations are maintained and conduct special investigation and examination where there is evidence of occupational ill health.

ii. SAFETY:

To prevent unsafe acts/conditions, personnel injuries and property damage of any description, Accomplish all projects in relation to operational and commercial objectives.

INSITU ENGINEERING NIG. LTD. will incorporate safety awareness and interest in all personnel to acknowledge that health, safety and environment are the responsibility of all.

iii. ENVIRONMENT:

To promote, protect encourage and create awareness for the preservation of the environment.

iv. SECURITY:

The security of lives of the employees and properties in line with established rules and objectives governing our health, safety, environment and security policy.

4.4 OBJECTIVES OF H.S.E.S.POLICY

1. To promote incident and protect personnel so as to avoid suffering and hardship, and ensure that operations are carried out in safe manner.

2. To ensure that safe operational procedures from integral part in providing efficient services and incorporate individual responsibility in employees with regards to issues on health, safety, environment and security.

3. To demonstrate through satisfactory, statistical records showing that business is conducted in accordance with the policies.

4.5 HEALTH, SAFETY, ENVIRONMENT AND LOSS PREVENTION PROCEDURES

This manual is designed to provide employees of INSITU ENGINEERING NIG. LTD. working on project sites with proven incident preventing methods on safe working practices and loss prevention procedures. If followed, this may completely eradicate all forms of accidents or reduce occurrence to a negligible level.

The contents of this manual are the current version of procedure rules and regulation regarding health, safety, environment and loss prevention in the company‟s operation.

Specification of this manual cannot alone keep you safe, prevent accident or injuries. The responsibility lies squarely on every employee to handle each instruction carefully this is the best proven safety device to produce a CAREFUL worker.

This manual does not cover every aspect of safety, special circumstances will occur that require judgments, experience and the common sense of each employer. When these circumstances occur, each person involved will be expected to act in a logical and mature way with the primary objective being the welfare of him and his co-worker. No individual will be excused from using “common sense” and basic safety practices.

Your adherence to these policies and procedures is required; this will assist the company in achieving our primary objectives, A NO ACCIDENT RECORD.

5.0 DRUG AND ALCOHOL PROCEDURE

5.1 GUIDE LINES:

(a) All INSITU ENGINEERING NIG. LTD. employees at project site and sub-contractors while on the job or operating company equipment are subject to INSITU ENGINEERING NIG. LTD. drug and alcohol policy. Supervisors in counsel with their management are responsible for initiating appropriate action when drug and alcohol abuse is suspected to be affecting an employee‟s work performance.

(b) The illegal use, possession, distribution/purchase, or sale of any controlled substance by any person while project sites and facilities, engages in company business or while operating company equipment is prohibited. Any violations will result in disciplinary action up to and including termination.

(c ) The company reserves the right to search any person ,place or thing on company‟s premises for the possession of drug, alcohol or controlled substances. The security section must be contacted to conduct searches, if the security personnel is unavailable to conduct a search, then the supervisor must have another supervisor present to witness the search. In all cases, the supervisor must inform the project manager before a search is conducted.

(d) Consumption of alcohol at company sponsored functions and for other entertainment should be moderated by those responsible for the function. The security supervisor should be contacted to remove any drunk or disorderly person who is not INSITU ENGINEERING NIG. LTD. employees.

(e) For all referrals, even medical staff will determine if the employee is in a safety sensitive job (seeking additional guidance in the determination, if necessary) and if the employee should continue working.

5.1 WHEN DRUG OR ALOHOL ABUSE IS SUSPECTED TO BE AFFECTING AN EMPLOYEE’S WORK PERFORMANCE

1. Supervisors in counsel with INSITU ENGINEERING NIG. LTD. management are responsible for initiating appropriate action when drug or alcohol is suspected to be affecting an employee work performance. The supervisor should refer the employee to the medical unit (sick bay). Referral

is confidential, the supervisor is not informed of the consultation detail, only that the employee is released back to work, or other action is recommended.

2. If supervisor suspects an employee is under the influence of drug or alcohol while on job, they should accompany the employee to the sick bay for appropriate action.

6.0 ENVIRONMENTAL WASTE MANAGEMENT POLICY

This policy will seek to preserve the environment to its primary condition. Therefore, impact assessments will be carried out together with a measure of their consequences before any work is started.

Efforts shall be geared towards reducing noise, dust, fumes and other injurious substances by our working condition and environment. We are also committed to ensuring clean and healthy environment in the course of work.

To this effect, all waste generated shall be identified according to their nature and degree of harm to the environment. Any material that has dangerous environmental consequences will be eliminated where practicable or substituted. Waste will be segregated at source and kept in containers marked or tagged with content. It may be necessary to seek assistance from waste disposal contractors. The permit to work where necessary shall be extended to cover environmental checks. During work compliance monitoring shall be ensured to assess defects through regular site visit.

6.1 ENVIRONMENTAL PROTECTION

RESPONSIBILITY

It is the responsibility of each INSITU ENGINEERING NIG. LTD. personnel to perform his work in an environmentally sound manner. It is the policy of INSITU ENGINEERING NIG. LTD. to promote and encourage awareness if and to protect and preserve the environment in and around the project site. In implementing this policy, staff is encouraged to pay appropriate regard to environment by acting to preserve air, water oil, plants and animals from adverse effects of their actions or those of the sub contractors to minimize any nuisance which may arise from such actions.

All waste generated at the project shall be collected, handled, treated and disposed in such a way as not to have impact on the environment. Adequate disposal methods shall be employed via;

i. INCINERATION: Paper wastes, woods etc are to be burnt in the waste basket provided on site with the consensus of our client.

ii. NON DEGRADAABLE: Non degradable like cans, plastics etc are to be crushed and packed into bins for onward disposal.

iii. DEGRADABLE: (a) food remains are to be neatly packed in plastic bags provided for disposal. (b) Food remains can only be disposed off, in the water if turned into liquid form.

iv. SCRAPS/DEBRIS: Scraps/Debris shall be evaluated from the project site. On no condition shall waste generated be dumped in the site. Proper precautions should be taken to avoid discharge of pollutants in the air, land and water.

v. Regular environmental assessment shall be conducted by our Environmental Quality Control Consultants.

At the conclusion of any activity, our ultimate goal is to have left the worksite in a condition as neat as possible to the state to which it was found. Clean-up group shall remove all debris to prevent injuries to lives and preserve the habitat.

7.0 POLICY PROCEDDURE ON SAFETY MEETING

7.1 PURPOSE: It is expected that INSITU ENGINEERING NIG. LTD.

Employees engaged in project site operations participate in safety meeting.

Topic discussed shall be documented and each personnel in attendance shall sign the register. The purpose of the meeting shall be.

 To analyze the job, discuss safety procedures, policies, hazards and accidents but not limited to other relevant and related issues.  To inculcate in employees, health, safety, environment, security programs and policies.  To enhance management participation in assessing employee‟s responses and attitudes towards health, safety, environment and security programs as stated in our policy.  To enhance effective communication between supervisors and employees with a view to enhancing collective HSES goals.

RESPONSIBILITIES: It is the responsibility of the supervisor for the scheduling, conducting and documentation of HSES meeting on sites.

The HSES shall prepare a report every month with adequate statistical representation.

7.3 POLICY/PROCEDURE:

Supervisors; HSES meetings are scheduled once a week prior or during working hours to enhance contact among employees. Supervisors shall treat HSES meetings as one of the means of disseminating HSES policy information reviewing targets.

Performances and objectives and sharing learning points and enhancing the levels of HSES awareness among workers.

The list below suggest topics that can be discussed at safety meetings

Recent accidents or near-misses (2) Worn or defective equipment(3) Hazards not corrected (4) Upcoming work (5) Monthly safety notes (6) Demonstration and practices with equipment i.e. life saving and fire fighting equipment (7) Contingency planning such as what to do in case of various injury (8) importance of housekeeping.

Each employee shall also be encouraged to present topics for discussion in groups.

Distribution of HSES meeting forms shall be as indicated on the form.

8.0 PLANS ON PERSONAL PROTECTIVE EQUIPMENT (PPE)

8.1 INSITU ENGINEERING NIG. LTD. shall provide their personnel working on project sites, with adequate and appropriate (personal protective equipment) PPE, physical and mechanical safe guards to protect them from hazards associated with their respective jobs and extreme weather conditions.

Safety officers shall ensure that the appropriate PPE are use as designates. Inadequacies of PPE shall be immediately reported to the office for replenishment as soon as possible. PPE damaged through normal wear or tear or through work activities will equally be replaced when supplied. Employees shall be instructed in the use of the PPE.

8.2 GUIDELINES ON THE USE OF PROTECTIVE GEAR

(a) Hard hats, safety GLASSES and hearing protections are mandatory for active construction work areas.

(b) Safety goggles and shield must be worn during grinding chipping, welding or painting and blasting or while doing any job, which could easily result in possible eye injury. Appropriate hearing protection should be worn by all persons in HIGH NOISE area.

(c) Welders are to wear safety long boots, appropriate safety glass and gloves , Respirators or other appropriate masks must be worn when painting and blasting or in the containing fumes. For detailed information, section on personal protective gear and job related sections in INSITU ENGINEERING NIG. LTD. Health, Safety and Loss Prevention Manual.

8.3 PRE REQUIREMENT FOR DIFFERENT JOBS

JOBS PPE REQUIRED Gas welding and cutting Welding goggle, leather aprons, leather gloves, sleeve cover alls. Electrical welding Welding shield, leather aprons, coveralls sleeves, leather gloves, safety boots, insulated land tools. Work with electricity Non-metal hard hats, rubber hand gloves, safety shoes, and hand glove Grinding/chipping/cutting Full view goggles spectacle type goggle, hand gloves Metal machining Eye/face shields, full view goggles spectacle type goggle, hand gloves Spray Painting Respirator, coveralls, safety boots Excavation works Safety shoes, hand gloves, coveralls

8.4

PPE USES HARD HATS All active work areas are to be considered hardhat area for workers and visitors to the site , hard hats are to for Head Protection against butts, bags and falling objects SAFETY SHOES, and RAIN BOOTS Safety boots serve as protective equipment for feet and ankles in cases of punctured and crushed injuries. Rain boots serve for protection in difficult terrain. HANDGLOVES, OVERALLS,SAFETY GLASSES, GOGGLES AND SHIELDS Protection of hands, arms and body. Protect workers eyes and face from sparks, flying chips, etc. RESPIRATORY EQUIPMENT:DUST, MASK/NOSE COVER HEARING PROTECTION: EAR MUFFS For protection from inhalation of fumes (toxic), dusts and gases. Protection of ears in any area with high noise level. RAIN COATS, SAFETY HARNESSES, LIFE JACKETS/WORK VESTS Protect employees working at elevations from falls. Used in work area near or over water where the possibility of drawing exists.

9.0 POLICY ON COMMUNICATION

9.1 GUIDELINES:

(a) Communication shall be by way of Radio and Telephone.

(b) There shall be qualified personal in all INSITU ENGINEERING NIG. LTD. facilities to man communication equipment.

(c ) Company telephone numbers, radio calls signs shall be clearly posted in all offices and other places where communication gadgets are used for easy reference.

(d) During communication, employees shall use general language, which is understood by everybody. Communication must be brief and clear. Communication equipment shall be used only when necessary.

(e) Visitors to company facilities shall not be allowed to remain in the communication office.

9.2 ACCESS CONTRL POLICY.

Access to Restricted Area is on permission basis. All visitors authorized personnel or representatives of clients, are expected to sign in and out in the corresponding register provided. Visitors to site shall be briefed on behavior on site, clothed with appropriate PPE and shall be escorted by the safety officer, as conditions for training shall be organized from time to time with both in-house and out sourced facilitators. Also members of staff will be encouraged to participate in several continuing professional development programs organized by various professional bodies of their interest.

2. DISPUTE AND DISCIPLINARY PROCEDURE

As in every human endeavor, there is bound to be points of disagreement, however the company has put in place a procedure for resolution of disputes

and disciplinary actions where necessary. This is to foster togetherness and ensure that we see the positives in every situation.

Where there is a dispute, the parties involved will be allowed.

 To state their side of the stories without any fear or favour.  The arbitrators will call in witnesses where necessary.  Proper counseling will be given to the parties involved  Recommend action plans  Negotiation settlements and resolve dispute accordingly.

In the case of discipline, it will take a different process because it could be as a result of non compliance with operational procedure or an act of insubordination. Whatever the reason for discipline, the following will subsists.

 The staff involve is served with a verbal warning depending on gravity of the act in question.  The staff is served a written letter asking for a response to the issues  If the response is accepted, he is pardoned again depending on the issues involved.  The staff is referred to the disciplinary committee for questions.  At the committee level, if it is an act against policy, the appropriate penalties are meted to him depending on the level of offence; it could range from forfeiture of salary, demotion, or outright sack.  If it is an act of insubordination, the committee may recommend as it deem fit.

3. COMMUNITY LAISON AND RELATIONSHIP

INSITU ENGINEERING NIG. LTD. believes that working with the community in a positive way can foster good business relationship and ultimately create good for everybody. As a company willing to add value to its operating area, the follow guiding policy is our focus and way of involving the community where we serve.

 Hold consultative meeting with Elders, chiefs, and Youths of all host committee before commencement of any job.  Ask for the profile of employable members of each community especially as it relates to the job at hand.  Seek to consciously carry all parties along and especially be open and transparent when dealing with them.  Ensure that all demands are put down in writing and amicably signed.  Consistently aid the community in other social responsibility ways.  Maintain a cordial relationship with the community at all times.  Always ensure that community members are educated on the need to always use legal methods in seeking for their demand and not to resort to disruption of economic activities.