



**PERSONEL MANNUAL KM ADVOCATES AND ASSOCIATES.**

***P. O. BOX 73316 KAMPALA, PLOT 37/39 BOMBO ROAD, KAMPALA, EQUATORIA HOTEL LEVEL 3, SUITE***

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**Organization's Name:**

**KM Advocates & Associates**

**Introduction:**

**KM Advocates & Associates is a Ugandan law firm engaged in the designing and implementation of livelihood enhancement programs in Uganda.**

**The Firm uses Market systems approach in the designing and implementation of livelihood enhancement programs.**

**This manual outlines our Firm's policies, procedures, and expectations for all employees.**

**Firm History:**

**KM Advocates & Associates was established in 2011 with a Mission of enabling livelihoods through Markets systems approach, and with a vision of having majority of peasants affording a livelihood through profitable operation of their livelihood enterprises.**

**Employee Conduct:**

- (i) Be punctual and reliable**
- (ii) Maintain a professional attitude and demeanor**
- (iii) Respect colleagues and management**
- (iv) Adhere to Firm's policies and procedures**

**Job Responsibilities:**

- (i) Complete tasks assigned by management**
- (ii) Meet deadlines and performance goals**
- (iii) Collaborate with colleagues to achieve team goals**

**Compensation and Benefits:**

- (i) Salary and benefits package**
- (ii) Paid time off (sick leave)**
- (iii) Opportunities for professional development and growth**

**Leave Policies:**

- (i) Vacation: 2 weeks per year**
- (ii) Sick leave: 10 days per year**
- (iii) Holidays: 10 Organization-recognized holidays**

**Disciplinary Actions:**

- (i) Verbal warning**
- (ii) Written warning**
- (iii) Suspension**
- (iv) Termination**

**Employee Development:**

- (i) Training programs**
- (ii) Mentorship opportunities**
- (iii) Performance evaluations and feedback**

**Communication:**

- (i) Regular team meetings**
- (ii) Open-door policy for feedback and concerns**
- (iii) Firm's-wide announcements and updates**

**Confidentiality:**

- (i) Maintain confidentiality of Firm and client information**
- (ii) Adhere to data protection policies and procedures**

**Approved by Managing Partner;**

  
**Signature**