

## Office Tidbits

### Virtual Meeting Etiquette



Due to the current Covid-19 situation a huge percentage of the global business operations have moved online. Zoom, Microsoft Teams, Webex and other platforms have become the new board rooms.

Many people are still struggling to adjust to this new norm. Here are a few tips to improve your online meeting customs;

- Be on Time
- Be mindful of your environment; work from a quiet room that's free from distractions like pets or family members.
- Test your gadget before the meeting. The whole point of online meetings is being able to listen and see each other virtually
- If you can, use your laptop and not your phone, this is because the laptop is more steady and keeps your hands-free to take notes
- Mute your speaker by default
- Keep your hands off the keyboard
- Dress appropriately
- Avoid multitasking
- No food in the meeting
- Speak up
- Excuse yourself when you need to leave the meeting

## Board Members Visit Mombasa Road Stores



Board members at the stores

A special board committee led by Director Ezekiel Weya, has been appointed to inspect all REREC stores with the aim of establishing the current status of operations and materials in stock. Other Directors who are members of the committee are Eng. Benson K. Kariuki and Hon. Bernard K. Bett. The team has already made visits to Mariakani, Makuyu, Mweiga, Awasi and Kisumu stores and were at the Mombasa road stores on Tuesday 27<sup>th</sup> April 2021.

During these visits, the Directors were keen to find out whether there is full compliance with the set procedures including compliance to ISO 9001: 2015 Standard and the Procurement & Disposal Act, utilization of current stock of materials, provision and usage of tools and equipment, employees welfare and what safety measures are being taken undertaken to ensure employees are protected against Covid-19 .

## Textbooks Donation Kiunyu Primary School

REREC donated textbooks and other stationery to pupils at Kiunyu Primary School in Murangá County as part of the Corporation's CSR initiative aimed at improving education standards in the country.

Kiunyu primary schools is one of the oldest schools in Murang'a County having been established in the 1930's. The school currently has a student population of over 700 pupils. While receiving the donation, the school head teacher appreciated the gesture noting that the books will be very useful in preparing the pupils for exams as most parents have in the recent past been unable buy textbooks for their children due to the hard economic times being experienced in the country.

