



Farm resolution and rules

In the next 3 years we will growth to one of the best farms in Kenya. We will save the environment in all possible ways. We will look for a way of farming that can safe resources and is economically and ecologically ok for the environment, the nature, the animals and the human beings.

Water:

We have not endless water on our farm and on this earth, so we should safe water in the daily consumption. We use in future much more water on the farm. The farm brings the bred to the table!

1. We shower only one time a day. 3 minutes are enough.
2. The sprinkler is not longer in use. Sprinkler use too much. Nursery plant has to be watered manually directly on the roots and not for the whole field. If ever possible we connect to our dripping system
3. The cows and other animals get the water that they need.
4. We clean the car not more then 1. Times a week. The water should not run during the whole cleaning process or it should water the flowers at the same time.
5. We wash our clothes more rare or we reduce the number of time in the week when we wash, to use less water
6. The waterhole gives the most of water, when we continuously every day several times fill all our stores. Not the big blue water store, but the farm and house tanks.
7. Use water generally careful and responsible

Daily jobs: water

The greenhouses need in the morning one tank from the second waterhole. The open vegetable farm needs of course 2 tanks a day, one in the morning, one in the evening. We have to make sure, that continuously the tanks get refilled.

1. The watchman pumps at night both tanks on the farm. When there is water remaining, he fills the house tank.
2. After watering, using these two tanks for greenhouse and open farm, we start refilling the tanks immediately. When there is not enough water to refill, we try again in 3 hours at 1:00 PM.
3. After watering in the evening we try again to refill immediately.

Trash:

Our household is producing a lot of environment unfriendly trash. Plastic, batteries and other special trash should be separated from the green trash out of the kitchen.



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1. In front of the house by the kitchen you find a blue and a green trash. Use the green one, for kitchen rests from fruits, bananas, vegetables, onion rests.
2. The green one goes to the compost. The blue one goes to the trash hole. The trash hole needs a cover that the dogs can't reach the trash.
3. Never, never ever bring batteries to the trash hole. One battery can spoil tons of soil in the surrounding.
4. Make sure, that anytime is an Ashtray prepared for me on one given place that I can find and access. ☺

Vegetable Farm and Greenhouses

We start now here a professional production of vegetables in our garden. We invest a lot of money and labour to do this. So we have to make sure, that the harvest is good and we have no diseases in the farm and in the greenhouses.

To take care of this, everybody has to agree und live the following rules.

1. Only Evans, Sacco, Kiprop and Job are harvesting vegetables or tomatoes. They follow strict hygienic rules when they go to the farm.
2. Before Enter the greenhouses they have to clean them self and they have to wear special clothes and mouth masks to safe there Life and the tomatoes from diseases. The mouth masks make sure, that they not inhale pesticides which can harm them. Smoking in the greenhouse in the greenhouses is strictly profited. Smoking can seriously spoil the tomatoes.
3. They harvest only, based on a booking from Rosi, Vanessa or Caroline with a (Internal Order Request). Only Rosi, Vanessa and Caroline take orders and money from customers, neighbours and stuff. Only Kiprop, Rosi and Caroline are allowed to send Evans, Sacco or Job to the farm to harvest vegetables or tomatoes.
4. To place an order in the field, the order has to be filled in a (Internal Order Request). The order has to be approved from Caroline, Vanessa or Rosi.
5. Evans or Sacco or Job delivers the order to the store. In the store, the storekeeper weights the harvest and completes the harvest task together with the person that made the harvest. The 2 persons sign the "harvest task and report". The customer get he's order from the store only true the storekeeper. Nobody else is entering the store without the storekeeper. The storekeeper is 100% responsible for the stock in the store. Normal customers should not enter the house or the store and not everybody gets tee for free.
6. Other people then Evans, Sacco, Kiprop and Job are strangers in the vegetable fields and are wanted.
7. Without permission from the management "Kiprop, Caroline und Andreas", no guests are allowed in the vegetable field, poultry or in the greenhouses.
8. Our farm is no passing way for neighbours.



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Milk production

Also the cow milk has to follow a given process. For new projects in future we need detail information, what a cow can bring and what the costs are.

1. Directly after milking the cows, we have to weigh the milk, before we do any next step. Juma is filling also the "harvest task and report" form every day.
2. The milk goes directly to the store where the storekeeper takes the exact weight of the milk. The result is written to the "harvest task and report".
3. The weight will also be written in the account book.
4. Rosi, Vanessa and Caroline are responsible for the daily weight of the milk in the morning and in the afternoon.
5. Every cap of milk that we give out is written in the account book. From 1. Of May 2011, nobody gets milk for free.

New salary structure starting at first May 2011

My will is, that our workers can do their own decisions and build up their live in a free way. To support this, Swisskenko will give out work contract with the following conditions.

Our will is, to set on long term relationships with our workers, when they are willing to go the way with us. We are very hopeful that our farm can feed all the families that work with us together.

1. We grow each salary with a top up of KSH 1000.-, but the workers have to pay the consumption of milk and vegetables or other products from the farm in the store / shop.
2. From 1. Of May, every worker and their spouse and children become a inpatient health insurance cover over KSH 300'000.- per worker and year.
3. Since august 2010 we pay NSSF (national social security fund) and NHIF (national hospital insurance fund) for each worker.
4. During the year, Swisskenko will join a Sacco. So each worker can start saving money in a sacco account for family investments in the future.
5. In the end of the year, we pay 5 % on the farms net profit in the workers sacco in equal parts for each farm worker. Beatrice, Sacco, Evans, Juma, Job, Esekiel get there equal part on the profit of the farm. The measurement will be made based on the account books. Income minus costs = farm net profit.

Next Milestones

In June, Swisskenko and the ministry of agriculture will organize a farm day on our farm. We will use this opportunity to show everybody, that we will be the best farm in Kenya. We expect a lot of interesting guests.



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Until then there are many things to do:

1. Implementation of the new trash management
2. Implementation of a cow and condo shit harvest and storing system
3. Finishing the store outside and remove the container
4. Planting of other types of crops – bananas, avocados, mangos
5. Preparing for planting of trees to reduce the wind on the farm
6. Refreshing the flower beds in the compound
7. Preparing the promotion activities for other Swisskenko products on the show
8. Planting Push&Pull Field
9. Planting Artemesia
10. Preparing signs for all our products
11. Build up a point of sale on our jua kali plot directly on the main road

Forms and receipts for harvest and sales process

Customer order form:

Used by: customer himself, sales, storekeeper

Responsible: Responsible sales sign

To place by: Storekeeper – Copy to customer for signing

- No customer delivery without a customer order form (not one!!!)
- No stuff delivery without a customer order form (not one!!!)
- Any filled form gets a unique number (STAMP)
- Based on this form, the storekeeper will prepare the order for delivery
- Getting anything without a order form is a crime and strongly wanted
- Customer fills one form for his data for his own use and can give one copy to the logistic person
- 1 Copy to storekeeper
- 1 Copy to customer delivery (this copy comes back with customer signature)
- Storekeeper add “Customer order form” to activity log

Cash sale receipt:

Used by: management, storekeeper

Responsible: Storekeeper sign

To place by: Storekeeper – Copy to customer

- No sale without a sales receipt, also internal sales (not one!!!)
- Any filled form gets a unique number (STAMP)
- 1 Copy to customer
- 1 Copy to storekeeper
- Storekeeper add receipt to monthly account book



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Internal order request:

Used by: management, farm manager, all staff, storekeeper

Responsible: Approved sign

To place by: Storekeeper – Copy stays with requester

- No investment without an order request (not one!!!)
- Any filled form gets a unique number (STAMP)
- Anybody can fill an internal order request and deliver to the management
- Management has to approve any order request
- 1 Copy stay with person that requests the order
- 1 Copy goes
- Storekeeper add receipt and “Internal order request” copy to account book

Harvest task and report:

Used by: management, logistic

Responsible: Storekeeper, Harvester

To place by: Farm manager – Storekeeper is signing the task

- No harvest without a harvest task and report
- Any filled form gets a unique number (STAMP)
- Harvest without a “harvest task” is a crime and strongly wanted
- Storekeeper add harvest result to production list in kg per day
- Harvester stores all his personal harvests with the copy of “Harvest task and report”



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House rules for our workers in the house and on the farm

1. Workers do generally not welcome friends or family in the house or even in the compound without permission. In special cases, the worker has to ask Caroline or Vanessa for permission.
2. Also guest of workers with permission, do not enter the house and the kitchen. The house is for the family and family friends only.
3. Our compound is also not a way to pass for neighbours, and friends and families of the workers.
4. It is a funny situation at the moment, that there visitor get tea and food for free. I don't know how comes. We are not a charity organisation.
5. There is no place on earth, where a worker brings his family and visitors to the house or office of his employer
6. House and farm workers are eating together outside the house
7. The food for the farm workers has to be ready everyday at 12:30 for lunch and at 18:00 for dinner. This is a MUST!
8. The goods in the fridge are for the family only. Sodas, milk, bread, butter, fruits and all other goods in the house are for the family. All this good are available to buy in Jua Kali!
9. When a worker will left the house or the farm, for even only 5 minutes or 1 hour, the worker has to ask for permission, when there is nobody available for asking permission, the worker has to stay in the house or farm out of security reasons.
10. Since Caroline and I are arrived with the goods from Switzerland in the container, many things were getting spoiled, while the workers and also some family members acting careless. We don't like this. We worked hard to buy these things. When something gets spoiled, the person that did the failure has to report the damage immediately. Be careful when you use these things!
11. It seems that some goods like sugar, meal, vegs and other things are disappearing from our house / farm. In any proofed case of stealing from us, the worker is losing his job immediately and we report him by the police. There are many people waiting outside to get a job on our farm. It makes me sad that I have to add a rule like this here. But seems to be needed!
12. Any worker that reports and proofs a case of stealing from the farm or from the house gets KSH 500.- cash!

I understand all the guidelines and rules in this document and I agree to follow the given rules. I will work with Swisskenko to build the best farm in Kenya!

Jua Kali, 30. April 2011



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