CORPORATE POLICY LIBRARY

Policy Library

ISSUED BY	POLICIES	EFFECTIVE DATE
Boafo Nsa Ltd	BN-POL-01 to BN-POL-15	11 August 2026

Fifteen corporate policies for Boafo Nsa Ltd, written for a Ghanaian construction and civil works contractor and for publication on boafonsa.com. Each policy is a separate tab and can be exported as its own PDF. All are issued as Version 1.0 with an effective date of 11 August 2026; contact details in square brackets must be completed first.

The set covers what public clients, the Public Procurement Authority, development finance institutions and international main contractors typically ask to see at prequalification: ethics and anti-corruption, health and safety, environmental and social management, quality, labour standards and supply chain controls.

Policy index

NO.	POLICY	OWNER	MAIN STANDARDS
BN-POL-01	Code of Conduct and Business Ethics	Managing Director	UN Global Compact; Ghana Labour Act, 2003 (Act 651)
BN-POL-02	Anti-Bribery, Anti-Corruption and Fair Tendering	Compliance Officer	ISO 37001; Ghana Act 29, Act 959, Act 663 (as amended by Act 914), Act 1044
BN-POL-03	Conflicts of Interest	Compliance Officer	OECD conflict of interest guidance
BN-POL-04	Whistleblowing (Speak Up)	Compliance Officer	ISO 37002; Ghana Act 720
BN-POL-05	Risk Management and Internal Control	Managing Director	ISO 31000, COSO
BN-POL-06	Occupational Health and Safety	HSE Manager	ISO 45001; Act 651; Factories, Offices and Shops Act, 1970 (Act 328)
BN-POL-07	Lifting Operations and Temporary Works	HSE Manager	ISO 12480-1, BS 7121, BS 5975, ISO 4309

NO.	POLICY	OWNER	MAIN STANDARDS
BN-POL-08	Plant, Equipment and Road Safety	Plant and Logistics Manager	Road Traffic Act, 2004 (Act 683); LI 2180
BN-POL-09	Environmental Management	HSE Manager	ISO 14001; Ghana EPA permitting; LI 1652
BN-POL-10	Quality Management	Quality Manager	ISO 9001; Ghana Building Code (GS 1207); GSA standards
BN-POL-11	Human Rights, Labour and Workforce	Managing Director	ILO core conventions; Act 651; IFC PS2
BN-POL-12	SEAH Prevention	Managing Director	IFC/World Bank SEA-SH good practice; ILO C190
BN-POL-13	Community Relations and Grievance	Projects Director	IFC PS1 and PS4; Ghana Land Act, 2020 (Act 1036)
BN-POL-14	Subcontractor and Supplier Code of Conduct	Compliance Officer	Applies POL-02, 06, 09, 11, 12 to third parties
BN-POL-15	Data Protection and Confidentiality	Managing Director	Ghana Data Protection Act, 2012 (Act 843)

Policies 06 to 13 are where Boafo Nsa's risks actually sit: people working at height, in excavations and around heavy plant, on public roads and next to communities. They are written to be used on site, not only shown to clients.

Before publishing

Items in square brackets must be completed or confirmed before approval.

- [ ] Appoint a Compliance Officer, HSE Manager, Quality Manager, SEAH focal point and Community Liaison Officer (one person may hold several roles at first)
- [ ] Set up the reporting channels: an ethics email (for example ethics@boafonsa.com), a phone or WhatsApp line, a community grievance line and a privacy email
- [ ] Confirm the financial thresholds: gifts (GHS 500) and dual authorisation (GHS 50,000)
- [ ] Confirm Boafo Nsa's contractor classification with the Ministry of Works and Housing and insert it in POL-10
- [ ] Have a Ghanaian lawyer check the legal references, in particular the current environmental protection legislation and the amended Public Procurement Act
- [ ] Approve all fifteen policies at a Board meeting and record the approval date in each header
- [ ] Train staff and site workers (toolbox talks in Twi and other local languages where needed)
- [ ] Publish the PDFs on boafonsa.com, for example on a "Governance and HSE" page

A published policy that is not used on site creates risk rather than reducing it. Clients will ask for evidence: induction and training records, permits to work, inspection registers, incident reports, subcontractor files and Board minutes.

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