

RAFIKI VISION CODE: 01



**RAFIKI ATTORNEYS &
COMPANY ADVOCATES**



ADVOCATES RETENTION POLICY

FEBRUARY, 2022

PART I

1.0 DEFINITION

- (a) **Firm** means RACA
- (b) **RACA** means Rafiki Attorneys & Company Advocates
- (c) **Policy** means this Policy is cited as RACA Advocates Retention Policy of 2022.
- (d) **Retention** for the purposes of this Policy means the ability, capability and opportunity for RACA to retain its advocates.
- (e) **Advocate** means a registered legal practitioner with a valid practicing certificate by the High Court of Tanzania. The term has the same meaning as 'Legal Counsel.'
- (f) **Partner** means an advocate who owns shares and/or who buys into a firm and generates clients and revenue in exchange of ownership and profit.
- (g) **Founding Partner** means an advocate who was engaged in the establishment of the firm whether working directly or indirectly with RACA.
- (h) **Associate Partner** means the advocate who has interest in the operation of the firm before being promoted to the partnership.
- (i) **Associate** means an advocate employed by the firm.
- (j) **Legal Officer** means a lawyer who has completed his Postgraduate Diploma in Legal Practice but not registered as an advocate and working with the firm on voluntary or employment basis.
- (k) **Intern** means a lawyer who has not completed his/her Postgraduate Diploma in Legal Practice, training with RACA on a specified period of time.
- (l) **Lawyer** is a person who graduated his/her bachelor degree in law from any university recognized under the laws of Tanzania.

PART II

2.0 OBJECTIVES

2.1 The Policy objectives are:

- (a) To strengthen the efficiency of the operation of the business of the firm by retaining committed and competent advocates.
 - (b) To increase the workforce of the firm by retaining the best advocates.
 - (c) To laydown procedures and requirements for retaining the best advocates for the firm.
 - (d) To set out the remunerations associated with retaining the best advocates.
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2.2 Required competences for the Retention

- (a) Practicing advocate and any lawyer who demonstrate potential for future enrolment to the bar.
- (b) A lawyer with passion in the legal practice and team building.
- (c) Ability of the potential advocate or lawyer to provide good customer care to clients.
- (d) A lawyer who has strong interpersonal communication, social interaction, creativity and innovation in practicing law.
- (e) A lawyer who understands clearly that growth and development come through hard work, perseverance and in close collaboration with key stakeholders in the legal fraternity.
- (f) A lawyer who is able to add value to the business of the firm by increasing the number of clients (clientele).
- (g) A lawyer who is accountable by being able to lead and accepts responsibilities.

- (h) A lawyer who is honest to himself, to his peers and the firm.
- (i) A lawyer who demonstrates by action that he or she would want to be part of the firm's growth and development.
- (j) A lawyer who is ready to put in practice the professional ethics and etiquette of the legal profession.
- (k) A lawyer who demonstrates traits and abilities to properly manage finances of the firm and himself or herself.

PART III

3.0 BECOMING A PARTNER, ASSOCIATE PARTNER AND ASSOCIATE

3.1 Procedures and Requirements for becoming Partner

An advocate who wishes or desires to become a partner should fulfill the following requirements:

- (a) Has worked with the firm for not less than three years consecutively.
- (b) Has been promoted from the position of the associate-to-associate partner during his or her work with the firm.
- (c) Has demonstrated all the competency required by this Policy.
- (d) At the time of applying for partnership, he or she should be a member in good standing with TLS and Judiciary.
- (e) Has generated clients and revenue to RACA

3.2 Requirement for becoming an Associate Partner:

- (a) An Advocate should have worked with the firm for two consecutive years.
 - (b) Has been promoted to the position of an associate before being promoted to the post of associate partner.
 - (c) All other requirements as stipulated in the preceding provisions.
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3.3 Requirement for becoming an Associate

- (a) Has worked with firm as an advocate at least a year.
 - (b) All other requirements as stipulated in this Policy.
 - (c) A Legal Officer who has worked with the firm for at least a year will be elevated to the position of associate immediately after being admitted to the bar.
 - (d) An intern who has interned with the firm for at least a year and has interest in becoming an associate should first work with the firm for six months after being admitted to the roll of advocate.
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3.4 Requirement for an advocate outside of the firm who want to directly become partner associate partner and associate

- (a) The firm leadership or management will assess any application for any advocate who want to occupy a position of a partner, associate partner and associate according to the value and integrity that that advocate brings to the team of RACA.
- (b) Notwithstanding the firm will set qualifications and or a credentials for such an admission of that particular advocate.
- (c) The firm will run a background check on the quality, character and competence of the Applicants.

PART IV

4.0 BENEFITS OF BEING A PARTNER, ASSOCIATE PARTNER AND ASSOCIATE

4.1 Benefit associated with being a partner

- (a) Becoming one of the owners of the firm.
 - (b) Recover dividends at the end of the year according to the shareholding policy.
 - (c) Have voting power in the management of the firm.
 - (d) Have the power to hire and fire employee of the firm according to the firm's partnership deed and employment labour standards.
 - (e) Mentor and guide associates.
 - (f) Be eligible to enter the partners' business support, a program that supports the partners to develop viable business project outside their law practice.
 - (g) An opportunity to lead yourself and decides on your schedule.
 - (h) Have all his or her expenses being incurred by the firm including housing transport and food among others.
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4.2 Benefit of becoming an associate partner

- (a) Participate in the firm management.
- (b) Have the voting right on the matter that affect the firm.
- (c) Receive a 50% of the dividend per annum that a partner receives.
- (d) Provided with housing and transport facilities.
- (e) Manage and supervise associates, legal officers and interns.
- (f) Training opportunities in and outside Tanzania.

4.3 Benefit of becoming an associate

- (a) Receive a monthly salary as provided in the human resources policy of the firm.
- (b) Receive meal and accommodation allowances.
- (c) Participant in the general staff meeting.
- (d) Training opportunities in and outside Tanzania.

PART V

5.0 MISCELLANEOUS POLICY ISSUES

- (a) This policy will be reviewed time to time in order to meet the current circumstances.
- (b) The alteration or review of these policy should be affected by 2/3 of the firm's partners and associate partners.
- (c) Formal application should be made by any person who wants to move from one place to another to the Managing Partner of the firm
- (d) Any formal application made to the firm for promoting an applicant, will be discussed thoroughly and the applicant will be given an opportunity to present his or her application before a final decision is reached.
- (e) The firm is at liberty to admit or not to admit any applicant—reasons for admission and not will be provided.



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