

Bumblebee Group House Rules

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1. INTRODUCTION

Welcome to the Bumblebee Group!

This House Rules document outlines Bumblebee's Human Resources related policies and procedures. Employees should read this handbook in conjunction with their Contract of Employment as it forms part of the Terms and Conditions of Employment.

This manual is intended to increase understanding, eliminate the need for subjective decisions and help ensure uniformity and consistency throughout the company. Policies are company confidential and are subject to amendment, withdrawal, suspension, and revision from time to time at the discretion of Executive Management.

All policies and procedures are based on the Basic Conditions of Employment Act of 1997 and the Labour Relations Act 66 of 1995. In any instance where a matter is not covered in the company's documentation, the abovementioned legislation will be referred to.

Due to the nature of Bumblebee's business, most work is carried out on client premises and using client equipment and systems. Therefore, all policies and procedures stipulated herein apply equally to company and client business. In addition, employees are expected to familiarise and abide by the client's rules and regulations.

Should any further clarification or explanation be required, please speak to your business unit leader or a member of the Executive Management Team.



2. APPEARANCE AND DRESS CODE

Bumblebee requires that all employees maintain a neat and well-groomed appearance in keeping with a professional and successful company image.

Management are given discretion to guide the dress and appearance code within their areas of responsibility but the following basics apply to all:

1. Employees are required to dress in a smart casual fashion as a standard.
2. If based on the client's site, employees are required to conform to the client's dress code for the particular site.
3. Personal Hygiene must be good at all times.

3. COMMUNICATION AND INTERNET

3.1. Email System

The purpose of the email system is to enable employees to interact with each other, Bumblebee suppliers and clients in order to perform Bumblebee related duties. Thus, personal use of the email system should be kept to a minimum, if any. Abuse of the email system for personal use will not be tolerated. Bumblebee reserves the rights to monitor or audit user mailboxes at any time.

The following should be noted about Bumblebee email communication:

1. All outgoing Bumblebee business related emails are required to reflect an employee's respective Bumblebee-issued signature – the signature will automatically be added by the mail server.
2. Information sent via email should be limited to statements of fact rather than opinions, particularly where statements are made in relation to other businesses, clients or individuals.
3. An exchange of email messages can create a legally binding commercial contract. Email communications with clients or suppliers should therefore be treated in the same way as other forms of business correspondence.
4. Emails can constitute harassment and bullying. Messages should be kept simple: intended irony and humour can easily be lost in an impersonal email and could be interpreted as abusive. Confine emails to the transmission of purely factual information. Messages that contain personal information or criticism are never suitable for electronic transmission.
5. Similarly, never send an email when you are angry – an immediate and impetuous response cannot subsequently be edited and you may later regret it.

3.2. Internal Company Notices and Communication

All company notices and communications are done via email and employees are required to check their Bumblebee email at least twice a day when based out of the office and consistently when office bound.

3.3. Internet Access

All workstations within the Bumblebee office have Internet facilities. This is provided to allow the employee to perform their Bumblebee related duties. Thus, personal usage must be kept to an absolute minimum if any. Abuse of the Internet facilities for personal use will not be tolerated. All internet traffic is monitored at all times.

When onsite at a client, personal use of the client's Internet facilities is not permitted and will be treated as a serious offence.

3.4. Mobile Phones

These requirements are applicable both in the Bumblebee office and onsite at client premises:

1. Avoid using mobile phones during meetings including text and email message checking; you may appear distracted bored and unprofessional. If you are required to text or email during a meeting for important meeting related information, please let others know do that you are not thought of as being disrespectful. The best thing to do is leave your phone at your desk, on silent.
2. Consider your co-workers and keep your voice to a reasonable level.

3.5. Office Phone System

All office-based employees will be issued with a telephone required to perform their Bumblebee related duties. Personal phone calls during working hours must be kept to an absolute minimum. Abuse of the phone system for personal use will not be tolerated.

In general, when using the office phone system:

1. Speak clearly and in a manner which the caller can understand.
2. No Slang should be used, be polite, explain whenever necessary.
3. Consider your co-workers and keep your voice to a reasonable level
4. Wait for the caller to put down the phone first.

Employees are required to place their office phones on do-not-disturb mode when leaving the office during the day to avoid unnecessary disruption to co-workers. On returning to the office ensure to disable do-not-disturb off again. When onsite at a client, personal use of the client's phone system is not permitted and will be treated as a serious offence.

4. COMPANY AND CLIENT PROPERTY

All documents, e-mails, electronic media, tools, issued clothing and equipment are and remain the property of the Bumblebee or the respective client.

All Bumblebee's office and client equipment are to be used for work purposes only. Specifically, job related.

Employees are required to return all such documentation and equipment upon request or on leaving the company. Employees are required to have due regard and care for all company property at all times as any property damaged by an employee is required to be repaired to original condition or replaced at the employee's cost.

Unauthorised possession of company or client property is a serious offence. If an employee wishes to remove packages from the Bumblebee's or a client's premises, they must be in possession of authorisation to do so. Bumblebee reserves the right to let a duly appointed or authorised officer inspect any packages or containers in an employee's possession whilst they are on the company's premises.

The employee shall undertake to protect and care for any company or client property with utmost diligence.

5. GRIEVANCE PROCEDURE

5.1. Purpose

The purpose of a grievance procedure is to give employees a way to raise issues with their line managers about their working environment or work relationships. We strongly encourage you to use this procedure, as it will provide us with an opportunity to try and resolve the issue or concern raised respectfully, swiftly and fairly.

5.2. Aim

- To provide a platform for employees to raise complaints or grievances.
- To ensure that grievances are resolved timeously and as close to the point of origin as possible.
- To ensure that the duty to resolve grievances amongst employees is vested in Management.
- To facilitate submission of grievances without fear of prejudice or undue detriment to Employee(s) employment conditions.
- To initiate corrective action where behaviour or performance of an employee and/or employees is unacceptable.
- To ensure that corrective action is taken timeously when there are deviations from acceptable norms, rules and standards.
- To ensure that all employees have access to sufficient information on this procedure.
- To ensure uniformity, fairness and consistency in the interpretation and application of this procedure.

5.3. Steps

Steps	Action
Step 1	<p>Employee informs their Line Manager verbally of the complaint (not formal procedure). Line Manager to listen and encourage open communication with the aim to resolve the matter informally within 3 days.</p> <p>Employee satisfied: Discussions and outcome recorded and sent to HR Department for filing.</p> <p>Employee not satisfied: Activate formal grievance (formal procedure); move onto step 2.</p>
Step 2	<p>Employee, and Line Manager refer grievance to next level management. Written grievance delivered to higher management by Line Manager. Investigation will take place to provide documented facts. Higher level manager will make a decision, record actions and notify the HR department and aggrieved employee within 7 days of written grievance received.</p> <p>Employee Satisfied: Agreed between parties</p> <p>Employee not Satisfied: Move onto step 3.</p>
Step 3	<p>Grievance form with report now sent to Higher Management. Following procedures as stipulated in step 2 and HR department to be involved in process.</p> <p>Employee Satisfied: Agreed between parties</p> <p>Employee not Satisfied: Move onto step 4</p>
Step 4	<p>EXCO receives all information as it has developed. EXCO makes a decision.</p> <p>Employee Satisfied: Agreed between parties.</p> <p>Employee not Satisfied: Dispute settlement procedure set in motion; external process (e.g. referral to CCMA)</p>

6. ON-BOARDING

6.1. On-boarding

Bumblebee firmly believes that an On-boarding programme is essential for each new employee within the company. Half the battle is won by a proper On-boarding programme whilst it is further critical to focus on all other facets after On-boarding to ensure retention.

6.2. Attendance

The employer considers salaried employees hours of work to be dependent on the time required to fulfil their function. All salaried employees are expected to work the number of hours specified in their employment contracts (typically 8 hours per day).

Typical core working hours are considered to be:

Monday to Friday: 08H00 – 17H00 (With a 1 hour lunch break)

Saturday and Sunday: As and when required

Should necessity require it, staff are to perform such overtime duties as may be reasonably required of them from time to time, provided this does not exceed the limitations laid down in any applicable legislation. Overtime is described fully in the Remuneration Section.

6.3. Casual Staff

The Basic Conditions of Employment Act identifies casual employees as those people who work for no more than 24 hours in a working month and who are paid a daily wage. Should his/her services be utilized for more than 3 days (24 hours) a month, he/she becomes a contract employee and must be supplied with a written contract.

6.4. Employee Records

Bumblebee will keep confidential records of all existing employees (without a time-limit) and will also retain records of terminated employees for seven (7) years.

6.5. Off-Boarding

All employees leaving Bumblebee are required to attend an Off-boarding interview. The purpose of these interviews is to better understand the employee's reasons for leaving Bumblebee and to understand any suggestions this employee may have for improving the services and operations of Bumblebee.

6.6. Individual Privacy and Access to information

Bumblebee respects everyone's rights to privacy and the information held on an individual's workstation or within their emails will not be accessed unless in exceptional and urgent circumstances.

If we have reason to investigate internally a suspected abuse of email we will seek your cooperation and consent. If you refuse permission unreasonably, however, we may have no alternative other than to draw an inference from this and to make a disciplinary decision based on any evidence that is available.

6.7. Intellectual Property

Bumblebee has full proprietorship of all intellectual property generated whilst in the employ of Bumblebee.

6.8. Secondary or Private Employment

While in the employ of Bumblebee, the employee may not engage in any private business nor perform any other work without the written permission of Executive Management. Work or business which will generate a conflict of interest or interfere in any way with the employee's duties and/or work obligations will, under no circumstances, be approved or considered.

To this end a written application must be submitted to the company via the employee's manager, prior to commitment to such work. Failure to adhere to this regulation shall constitute a serious offence. Should authorisation be granted for an employee to undertake addition work outside of Bumblebee, the company reserves the right to revoke the permission at any point.

6.9. Termination

1. Only employees who are retrenched are entitled to severance pay.
- 1.1. Severance pay is paid for completed 12-month cycles worked.
2. On termination of employment an employee is entitled to a certificate of service on request.
3. During the notice period no annual or unpaid leave may be taken or granted.
4. Salaries will be paid on the last working day of employment less any amounts owing to Bumblebee (e.g. staff advances, leave owing to the company, outstanding training and development obligation, study loans, staff purchases, commission correction and any other).
5. Bumblebee reserves the right to pay any final salaries owed to the employee only on proof that all work has been correctly and fully handed over and that all relevant Bumblebee assets/information have been returned. Assets and information include:
 - 5.1. Laptops, hardware etc.
 - 5.2. Records, documents, accounts, letters, notes, memoranda and papers of every description within your possession or control, relating to the affairs of and business of Bumblebee or its clients, whether or not they were originally supplied by Bumblebee.
6. Employees will be required to work the full notice period and give notice as per below:

Duration of employment	Notice Required
Within first 6 months of employment	2 Weeks' notice
After first 6 Months	2 Calendar Months' Notice

7. RECRUITMENT, PROMOTIONS AND SELECTION

7.1. Introduction

Bumblebee understands that its successes are largely influenced by the calibre and performance of each employee. For this reason, it is imperative that Bumblebee chooses or grooms the correct candidate for each position which exists within the Company.

7.2. Equal opportunity policy

Bumblebee is an equal opportunity company/employer, and the management of Bumblebee is committed to the implementation of comprehensive and pro-active equal opportunity strategies.

The company is totally against discrimination in any form; and places emphasis on a continuous process of development and investment in its human resources. The company acknowledges the advancement of employees from previously disadvantaged backgrounds and is committed to advancing such people in their respective profession(s), and to offer them the necessary support.

This will ensure that Bumblebee has an adequate supply of suitable qualified people to ensure its future prosperity in South Africa and internationally.

The company also operates from the premise that notwithstanding the equal opportunity/affirmative action policy, the right person is selected for the right job based on objective criteria in terms of the applicant's skills, knowledge and attributes, i.e. no "tokenism".

7.3. Vacancies

Wherever possible, vacancies will be advertised internally and promotion selected over external recruitment. Performance management and evaluation will play a big part where considering internal promotion over external recruitment.

7.4. Reason for Availability of a Position

Once a vacancy materialises, one needs to establish why the position has become available, i.e. is it a replacement [through resignation or transfer] or is it a newly created position, owing to business growth.

A position can be filled through:

- Redeploying alternate resources within the company;
- Expanding the roles and responsibilities of current departmental employees;
- Employing a contractor;
- New external appointment

7.5. Tenure and Life of a Position

The tenure and life of the position needs to be assessed, i.e. if the requirement is short term in nature, it makes sense bringing a contractor on board. If, however, the position will be more permanent in nature, a permanent employee will need to be appointed. Please note however, that it is best to recruit up, rather than down, as jobs are often evolutionary in design and if an individual with limited growth potential is recruited, problems further down the road will be encountered.

7.6. Staff Requisition Form

Once the requirement has been established and where relevant, authorisation needs to be obtained, a Staff Requisition Form will then need to be completed.

Please note that the recruitment of a position may not commence until such time as authorisation has been obtained, i.e. EXCO. The motivation behind the Staff Requisition Form is primarily to ensure that the position is budgeted for and that where an out-of-budget placement is made, a proper justification has been made.

7.7. Recruitment Methods

The EXCO will then consider what methods need to be employed to expeditiously and cost-effectively recruit the respective individual(s):

- Potentially advertising on Social Media and Job Boards.
- Employee Referrals.
- Mandating a number of personnel agencies with the task of sourcing candidates
- Employing the services of a search/headhunting company (dependent on the nature of the position, skill level and availability of the candidates concerned). Search companies will only be utilised where and when absolutely necessary, as costs are often exorbitant and retainers required, whereas agencies generally work on a contingency basis.

It is important to note that all positions will be placed on the Bumblebee Web page and an internal notice will be sent out to all employees to inform them of the positions available.

Fee negotiations with all Personnel Agencies must be handled up front and if any fee charged by the agency is greater than 10.0% of the total package, such fees must be agreed with either the EXCO prior to contracting with the agency.

The Business Unit Leader will then interview all short-listed candidates.

Once feedback has been obtained, further interviews may be scheduled, alternatively the candidate may be negated.

The next round of interviews (if necessary) could comprise of:

- More senior management being involved; or
- Other departmental/divisional heads contributing; or
- Departmental employees (peers) being involved; or
- A representative from each of the above areas being called upon in true 360 style.

An offer of employment may not be made without the approval of the EXCO. Once the Contract of Employment has been signed, an organisation announcement must be sent out by the EXCO. A uniform approach to all Organisation Announcements needs to be adhered to however, to ensure that all new employees enjoy the same exposure.

7.8. New Employees and Appointment

A prospective employee will be requested to supply Bumblebee with the following:

1. A detailed curriculum vitae
2. Certified copies of certificates
3. Detailed records of previous employment, and reference sources
4. A minimum of two previous employer references
5. Any other information which the company considers necessary for the position (e.g. Work Permits)
6. The company will conduct the following checks; Credit, Criminal and qualification Checks

Once a placement decision has been taken a Contract of Employment will be issued by Executive Management.

Having accepted the company's Letter of Employment the employee will be expected to provide the company with the following:

1. A completed take on form including:
 - 1.1. Bank account number and branch code (Proof of bank account on a bank Letterhead)
 - 1.2. A copy of Identity Document / Passport Document
 - 1.3. A copy of Driver's License
 - 1.4. Work Permit / Residence documentation
 - 1.5. Contact details of immediate family member / emergency contact person
 - 1.6. South African Revenue Service Taxpayer Registration Number also proof thereof.
2. Completed payroll information sheet.

3. Signed Contract of Employment

Then begin working their probation period which will last between 3 and 6 months depending and at the end of which a formal appointment letter will be issued.

Employees on temporary contracts will be asked to sign a temporary contract that specifies their employment terms

Any employee joining Bumblebee who is not a South African citizen must inform the company of this prior to commencing employment. In such circumstances, employees will be required to produce original documentation required by legislation, which proves they are permitted to work in South Africa (i.e. work permits, visas, permanent residence, and immigration clearance).

7.9. Job Descriptions

Bumblebee commits to ensuring that all employees have a job description describing day-to-day tasks, and requirements. Performance appraisals and evaluations, when necessary, will be conducted against the targets and standards as described in the job description.

Job descriptions will be reviewed from time to time and will be integral in determining an employee's training and development needs as well as being used in any poor performance management that may be required.

7.10. Contracts of Employment

All permanent, temporary and contract employees will receive a contract of employment from Bumblebee. Contracts of Employment broadly outline the terms and conditions, benefits and some procedures.

The employee is required to sign their Contract of Employment as acceptance, as well as furnish the company with the necessary documentation as detailed in their letter.

7.11. Company's responsibilities

By entering into the Contract of Employment, Bumblebee is obliged to pay the employee the required salary and provide the agreed terms of employment. The terms and conditions of employment will be conveyed to the employee on employment, via the Contract of Employment and the Human Resources Policies and Procedures.

7.12. Employee's responsibilities

The employee is required to:

- Place his/her services at the disposal of Bumblebee, i.e. the employee may not absent him/himself without good reason and without notifying the company of the reasons for the absence.
- Within reason, keep the agreed hours of work i.e. being at work at the agreed starting time and not leaving before the agreed finishing times.
- Perform his/her duties in a satisfactory manner, to an acceptable standard, and within the best interests of Bumblebee.

- Obey lawful and reasonable instructions. The exception to this is when the company or a manager authorised by Bumblebee asks the employee to do something illegal or unsafe.
- Act in good faith and in the best interests of the company i.e. the employee may not steal from the company nor do anything which would be harmful to the company, e.g. divulging confidential information, confidentiality, software piracy issues.
- Perform their work properly, diligently, and generally to the best of their abilities.
- Be loyal to the company, and conform to such policies, rules and regulations, which may prescribe and amend from time to time.

7.13. Probation Period during the first 3 Months of Employment

All new employees will be subject to a 3 month probation period on employment with Bumblebee. The probation period is a time of mutual assessment for Bumblebee and the new employee. This period is critical for both the employer and the employee to determine the employee's suitability to the job, as well as to the culture fit of Bumblebee.

The employee's performance will be closely monitored and regular informal appraisals will take place within these 3 months.

At the discretion of Bumblebee, the employee's probation will be reviewed after the 3 months period. There will only be formal communication after the 3 months of probation if the probation period has been unsuccessful.

If the employee's probation period is unsuccessful, there may be a mutual agreement to extend the probation period further or even to terminate the Contract of Employment. This may be handled in accordance with the Labour Relations Act, with respect to poor-performance.

Should the employee not perform their duties to the satisfaction of the company during the probationary period, the company shall be entitled to terminate the employment on giving the employee one week's written notice within the first 4 weeks.

7.14. Employment of Family Members

The Company adopts a consistent policy regarding the employment of family members. Family member refers to direct family, i.e. e. son, daughter, husband, wife, brother, sister etc.

Bumblebee allows family members to work for the Company subject to the following conditions:

- Both employees are employed based on meeting specific job requirements.

- Job profiles must exist for each specified position and the family members appointed must meet the specified criteria as laid down in the job profile.
- Specifications cannot be created or tailored after a family member has been employed, with the intention of accommodating further family members.
- All appointments must be objectively based on the inherent requirements of the job function being fulfilled.
- The one family member does not report to the other family member directly or indirectly and should ideally work in different teams.
- Each employment contract is handled as an independent, separate contract.
- Each applicant appointed is perceived as the best and most.

7.15. Referral Fees

As Bumblebee continues to strive to be the employer of choice, the company encourages staff to recommend potential candidates who would be suitable to fit the ethos, culture and drive of the business. Accordingly any employee who recommends a candidate shall be eligible for a finder's fee on the following basis:

1. Permanent Employment
 - a. The fee shall only be payable after the completion of the employee's probation period. Should the probation period be extended beyond the initial period then the fee only becomes payable after the completion of the extended probation;
 - b. The fee shall be paid with the monthly salary in the month following the completion of the employee's probation;
 - c. The fee shall be subject to statutory deductions such as PAYE.
2. Contractors / Limited Duration Employment
 - a. The contractor shall need to complete a minimum of 3 months for the fee to be payable;
 - b. The fee shall be paid with the monthly salary in the month following the completion of the employee's probation;
 - c. The fee shall be subject to statutory deductions such as PAYE.

Please feel free to contact HR to enquire about the available positions as well as the finder's fee.

8. REMUNERATION

8.1. Cost to Company Concept for Salary Packages

1. The salaries of employees are structured on a total cost to company basis unless otherwise stated in the employee's letter of employment.
2. The concept allows for the structuring of salary packages in a way that is most beneficial to the individual, having regard to his/her cash requirements, benefits and tax.
3. The formal structuring is done in consultation with the Financial Director concerned.
4. The schedule of options will be reviewed annually, taking into account any new tax saving proposals during the year. Any amendments will, therefore, be implemented with effect from 01 September of each year. The only exception to this will arise from significant changes to the Income Tax Act, which necessitates a revision of the structure of remuneration packages.

8.2. Public Holidays

All statutory public holidays are paid. Where it is necessary for an employee to work on a public holiday the same will apply in terms of the Company's policy and culture relating to overtime. Refer to Employment Procedures, hours of work and overtime i.e. it will be at the discretion of Line management to reward an individual employee appropriately when overtime has been worked, e.g. time off.

8.3. Bonus Payments

Annual Bonus Payments may take place at the sole discretion of senior management.

Employee performance is taken into account when determining whether a bonus will be paid and the amount to be paid. Bonus payments are fully taxable as per the relevant legislation.

8.4. Deductions

Subject to the requirements of pertinent legislation, the company will be entitled to deduct from employees' earnings any sums due by them to the company (e.g. goods purchased from or through the company, loans, advances, guarantees, leave, commission amendments etc.). In addition, contributions to benefit schemes and other legislative payments will be deducted from the employee's salary.

8.4.1 Taxation

Tax is deducted from taxable income and will vary according to earnings.

The company will not, under any circumstances, tax an employee at any level other than that stipulated by legislation.

8.4.2 Unemployment Insurance Fund (UIF)

All employees are required to contribute to the Unemployment insurance fund and 1% (of earnings) are deducted from all employee's remuneration to a prescribed amount, depending on their salary.

The company pays an equal amount into the Fund on your behalf. The purpose of the Fund is to cover employees for unemployment, e.g. should an employee lose their job to illness; or go on maternity.

8.4.3 Skills Development Levy

The company contributes an amount of 1% of earning as a Skills Development Levy.

8.4.4 Other deductions

Subject to the provisions of any Statutes, the Company shall be entitled to deduct from the earnings of the employee such sums as may be due by him to the Company in respect of loans, advances or guarantees granted by the Company, and any contribution or other sums due to any of the Schemes, or payable by the employee in terms of any Statutes, including deductions relating to career development costs etc.

8.5. Overtime

The maximum permissible overtime as per section 10 of the Basic Conditions of Employment Act is 10 hours in any 1 week, and may not be exceeded.

Bumblebee will either pay the employee or provide paid time off in lieu of any approved overtime worked with the preference being for the former.

Employees are required to gain approval from managers before undertaking any overtime work. Authorisation, or the rejection, of the request must be given in writing, including reasons for the decision.

Where verbal authorisation is given, managers must follow-up their approval, in writing (via email) at the next available opportunity.

Employees do not have the right to claim overtime if this is not:

1. Accurately recorded
2. Pre-approved, by their Line Manager and the client.
3. Or if it is volunteered (i.e. worked at the employee's own decision and without pre-approval)

In those instances where an employee feels that their request to work overtime has been unfairly rejected, they have the right to follow the Bumblebee grievance procedure by raising this concern (in writing) with the next level of management.

Employees are entitled to paid time off being taken within one month after having worked that time in. However, paid time off can be accumulated over a period of 12 months and may be taken at a mutually agreed time. This agreement must be obtained between management and the employee and Bumblebee requires all time owing to be taken within the same year it is accrued, failing which it will expire and Bumblebee will have no further liability in this regard.

8.6. Payroll Dates

It is at the company's discretion that salaries for permanent staff members are paid earlier of each month. It's important to note that payment dates may change, however any changes will be communicated to staff members timeously. Salaries are paid monthly in arrears.

8.7. Reimbursements and Claims

Any expenses incurred by the employee in the normal course of working that relates to travel, accommodation, petrol, entertainment, or any other related expenses, must be captured on the employee self-service system.

Reimbursements must be captured by the employee on ESS, with supporting documentation attached. Thereafter the claim submission must be authorised and signed by the Business Unit Leader, after which it will be forwarded to the Financial Administrator for reimbursement.

It is the responsibility of each employee to ensure they submit their claims for reimbursement as per the following:

1. Payroll-related claims must be received, authorised and processed before the 21st of the applicable month.
2. All claims not submitted by the 21st will be processed and paid the following month.

All claims need to be submitted within a maximum of 2 months from the date which the claim was generated, hereafter they will be rejected and Bumblebee will have no further liability.

8.8. Travel Policy

8.8.1 Local Travel

Costs associated with approved business travel, car hire and accommodation costs are generally paid by the company. Where such costs are not paid directly, reimbursement for the cost of actual expenditure with regard to travel expenses on submission of receipts/vouchers as set out for the reimbursement of expenses.

General Guidelines pertaining to Travel and Subsistence [please note that the following are guidelines only – the Company will exercise flexibility and discretion where the circumstances dictate otherwise].

Where Bumblebee is responsible for the actual expenditure, the following guideline regarding expenses shall apply:

- The request to submit receipts/vouchers in all cases are done in order for Bumblebee and the employee to claim tax deduction benefits. It would not be possible to claim this benefit without the appropriate documentation.
- The reconciliation of expenses incurred to allowances made must be submitted within one month of the employee returning from his/her trip.
- Employees are encouraged to use their discretion and initiative in the maintenance of costs.

8.8.2 Flight Arrangements

Economy travel is the preferred class regarding all air travel and the determination of the airlines, flight times and dates will be done to ensure cost efficiency.

8.8.3 Car Rentals

- All car rentals will be determined on a basis of car efficiency.
- Air-conditioned budget vehicles may be rented. Any variation on this must be approved by the EXCO
- Insurance in respect of personal accident, theft and collision should be taken out on renting cars for business purposes.

8.8.4 Accommodation

Accommodation should not be higher than three star and will be determined on the basis of cost efficiency. Any variation on this must be approved by the EXCO.

All business travel arrangements must go through the Office Receptionist, who will make the necessary arrangements.

8.9. Salary Reviews

Salaries are reviewed in September each year. Actual salary reviews should take place one to two months prior to the effective increase.

First and foremost, annual increases take into consideration company performance and inflation. Thereafter, individual performance and market trends will be evaluated in order to conclude a suitable increase rate.

Merit and promotion related increases are processed on an ad hoc basis and will be directly linked to an employee's individual performance and job-related responsibilities.

8.10. Overpayments

The overpayment of any amount which may have been paid to an employee in excess of the amount to which he is entitled, is recovered by deductions from subsequent payments due to the employee.

9. LEAVE

9.1. Annual Leave

The purpose of annual leave is to enable all employees to have sufficient and regular time away from work to ensure a healthy, motivated, and productive workforce. In addition to annual leave Bumblebee will observe all statutory (Government) holidays.

Bumblebee respects the rights of employees to observe other religious holidays pertaining to their faith and these must be applied for and taken as annual leave.

Employees will be entitled to annual leave on full pay at the rate of their basic salary at the time when this leave is taken. Annual leave is assessed in working days.

Employees are entitled to 15 (Fifteen) working days leave for each 12 (twelve) month cycle. The leave cycle is a 12-month period calculated from the employee's starting date with the company. Annual leave on full pay accrues on a monthly basis as 1/12th of the annual allowance.

Leave is accrued monthly in arrears. In general, the required leave entitlement needs to have been accrued before this leave is taken. In exceptional circumstances, and at management discretion, an employee may go into a maximum of a 5-day deficit. Should an employee leave the employ of Bumblebee, any deficit days will be deducted off the final salary paid to the employee.

Leave is granted upon prior approval of the concerned Business Unit Leader.

Leave should be taken at a time that is convenient to the Company.

Leave requests are to be discussed with the immediate Business Unit Leader and a Leave Application completed electronically (Via the Employee Self Service System).

The Leave Application must be approved ahead of the leave being taken except where prevailing circumstances require otherwise.

Below is an indication of what the company considers to be suitable application notice:

Duration of Leave	Prior Notice Requirement
Up to 2 days leave	1 week before 1st day of leave applied for
3 days + leave	4 weeks before 1st day of leave applied for

The company may close for a prescribed period of the year (e.g. between Christmas and New Year) and employees will be required to take this time as part of their paid annual leave. Management will communicate these dates to employees timorously and employees are required to have accumulated sufficient annual leave in order to cover this period, failing which the time off will be treated as unpaid leave.

Employees will not be entitled to annual leave during the period of notice of termination of employment.

The employers are not permitted to pay employees in lieu of their annual leave, except on termination of employment at which point the full leave entitlement that has been accrued will be paid out. This payment will be made as part of the final payment to the employee and is subject to the relevant taxation deductions. Similarly, if a leave deficit exists then Bumblebee is in its full rights to deduct this value from final pay.

The company's leave policy does not, under normal circumstances allow for leave to be taken that has not accrued to the employee. However, where extenuating circumstances exist, these are to be discussed with the respective Business Unit Leader, who will weigh up the mitigating circumstances, after which approval by the EXCO may or may not be granted in terms of unpaid leave or treated as leave in advance. An employee leaving the employ of Bumblebee for any reason having taken leave in advance will repay the cost of this leave to the Company.

Annual leave may be accumulated to a maximum of one year's allowance. Upon resignation, retirement, dismissal, voluntary termination of services, or in circumstances approved by the EXCO, all accumulated leave not taken up will be paid out at the basic salary scale then applicable.

A minimum of two thirds of an employee's annual leave must be taken in the same leave cycle, of which 5 (five) days must be consecutive days. The only exception to this rule is when Bumblebee specifically requests an employee to defer his/her leave.

9.2. Family Responsibility Leave

Family responsibility leave is provided for full time employees to enable time away from work for the birth or illness of a child; the death of a spouse or life partner, parent, child, grandparent or sibling.

Full-time employees are entitled to 3 days family responsibility leave after 4 months of continuous service per year at the rate of their basic. Authorising family responsibility leave is at management's discretion. Under no circumstances will employees be paid in lieu of family responsibility leave.

Family responsibility leave cannot be accumulated and leave not taken within a year will not be carried over.

Employees are required to apply for such leave on the employee self-service system for all family responsibility leave taken. If it has been impossible to complete this before taking leave, this needs to be completed within 2 days of returning to work after an absence failing which the leave will be treated as unpaid leave.

An employee is required to notify his/her manager before, but no later than, 10h00am on the first day of family responsibility leave, and at reasonable (or as agreed with management) intervals thereafter.

Management is entitled to request reasonable proof for the leave, e.g. a Doctor's certificate from a Medical Practitioner registered with an officially recognised body (e.g. SA Medical and Dental Council) or proof of bereavement.

Employees may, at management's discretion, not qualify for family responsibility leave should:

1. The number of days required/taken exceed 3 days and/or
2. A document to validate the leave is required and has not been submitted and/or
3. The process required for keeping management informed on the absence has not been followed.

In such instances the employee may be required to take annual or unpaid leave as a result.

9.3. Maternity Leave

The purpose of maternity leave is to enable employees to have reasonable time away from work to care for their new-born child. As such, employees will be entitled to 4 consecutive months of maternity leave. Employees will be entitled to claim UIF during maternity leave as per current legislation.

The employee will continue to participate in company benefits during this time – e.g. annual leave will accrue during the period of maternity leave and will be regarded as continuous service.

An employee is required to notify her manager a minimum of 2 months prior to the first day of her maternity leave date. She is expected to submit a Leave Application Form to her manager for authorisations detailing her maternity leave dates and additional annual leave, if applicable.

An employee may commence her maternity leave up to 4 weeks prior to her date of confinement. If an employee is required to stop work prior to this date she will be entitled to take sick leave, on submission of a Doctor's certificate, until she is able to commence maternity leave. Any changes to maternity leave dates must be communicated to management within 5 days of this change.

An employee may commence work 6 weeks after the birth of her baby. If, she is certified medically fit, she is able to return to work prior to this.

An employee is required to give a minimum of a month's notice, in writing, if she does not intend to return to work after taking maternity leave.

On return from maternity leave an employee will be entitled to return to the same, or similar, job.

An employee is entitled to 4 months adoption leave, however he/she is not entitled to commence Adoption Leave 1 month prior to adoption but is only entitled to begin adoption leave the day prior to adoption or earlier if agreed to by management.

Parental Leave

The purpose of parental leave is to allow any parent who is not entitled to maternity leave to take time away from work to bond with their new-born child or when an adoption order is granted. As such, employees will be entitled to 10 consecutive days. Employees will be entitled to claim UIF during parental leave as per the amended legislation.

An employee may only commence parental leave on the day the employee's child is born or on the date that the adoption order is granted or that a child is placed in the care of a prospective adoptive parent by a competent court, pending the finalization of an adoption order in respect of that child, whichever date occurs first.

An employee is required to notify his/her manager a minimum of 1 month prior to the first day of his/her parental leave. The employee is expected to submit a leave application form to his/her manager for authorization detailing the leave dates and additional annual leave, if applicable.

Adoption leave

The purpose of adoption leave is to allow an employee who is an adoptive parent of a child who is below the age of two time off from work. As such, employees will be entitled to 10 consecutive weeks or the parental leave referred to above. If the adoption order is made in the respect of two adoptive parents, one prospective adoptive parent may apply for the adoption leave and the other prospective adoptive parent may apply for the parental leave.

An employee may commence adoption leave on the date that the adoption order is granted or that a child is placed in the care of a prospective adoptive parent by competent court, pending the finalization of an adoption order in respect of that child, whichever date occurs first.

An employee is required to notify his/her manager a minimum of 1 month prior to the first day of his/her adoption leave. The employee is expected to submit a leave application form to his/her manager for authorization detailing the leave dates and additional annual leave, if applicable.

Commissioning Parental Leave

The purpose of commissioning parental leave is to allow an employee in a surrogate motherhood agreement to take time off from work to bond with their new-born child. As such, employees will be entitled to 10 consecutive weeks or parental leave. If a surrogate motherhood agreement has two commissioning parents, one commissioning parent may apply for the commissioning parental leave and the other commission parent may apply for the parental leave.

An employee is required to notify his/her manager a minimum of 1 month prior to the first day of his/her commissioning parental leave. The employee is expected to submit a leave application form to his/her manager for authorization detailing the leave dates and additional annual leave, if applicable. An employee may commence commissioning parental leave on the date the child is born.

9.4. Sick Leave

Sick Leave is provided to ensure healthy and productive workforces by ensuring employees have reasonable time away from the workplace to recover from legitimate illness, disease, or injury.

Employees will be entitled to sick leave on full pay at the rate of their basic salary at the time the sick leave is taken. Under no circumstances will employees be paid in lieu of taking sick leave.

1. Employees are entitled to 1 day's sick leave for every 26 days worked within the first 6 months of employment. Thereafter the rest of the cycle, will be available to the employee. A sick leave cycle is 30 days within a 3 year period.
2. Employees are required to book such leave on the employee self-service system for all sick leave taken, within 2 days of returning to work after an absence. It is the employee's responsibility to complete the leave application and to ensure the necessary authorisation thereof.
3. Sick leave cannot be accumulated and sick leave not taken within a sick leave cycle will not be carried over into a new period.

An employee is required to notify his/her manager before, but no later than, 10h00am on the first day of sick leave, and at reasonable intervals thereafter. In cases where an employee is aware of a planned procedure that will require sick leave, management must be notified in advance so that the appropriate arrangements can be made, before close of business on the day.

A Doctor's certificate from a Medical Practitioner registered with an officially recognised body (e.g. SA Medical and Dental Council) is required:

1. For 2 consecutive days and/or
2. If sick leave is taken on day/s before or after a public holiday and/or
3. If an employee is frequently or suspiciously absent and management requests a Doctor's certificate (e.g. if the employee is absent on 2 or more occasions during an 8-week period).

Employees may, at management's discretion, be required to take an absence due to illness as annual or unpaid leave if:

1. The number of days required exceeds their sick leave entitlement and/or
2. A Doctor's certificate is required and has not been submitted and/or
3. The process required for keeping management informed on the absence has not been followed.

Management reserves the right to contract the services of a registered medical practitioner to examine, diagnose and treat company personnel if they deem it necessary.

Should the employee become permanently unable, in the reasonable opinion of Bumblebee management, to perform their duties adequately by reason of ill health, Bumblebee shall be entitled to terminate employment on such terms as Bumblebee, in its discretion, considers reasonable. Employees are therefore encouraged to ensure they have relevant insurance policies in place to cater for such a situation.

9.5. Study Leave

Study leave is only granted at management's discretion and is dependent on business requirements and the relevance the training has to Bumblebee's business objectives. Under no circumstances will study leave be accumulated or an employee be paid in lieu of study leave.

Attending courses and training will typically fall outside of normal working hours. Employees are entitled to take study leave for the day of an examination and the day prior to an examination.

An employee is required to book study leave on the Employee Self Service system and request authorization from his/her manager timorously to request study leave. An official examination schedule or exam booking confirmation must be attached to the application. Study leave may only be taken if authorised by management prior to taking the days requested otherwise the leave will be marked as Annual or Unpaid.

9.6. Leave on Commemorative Days (Religious Leave)

Any time off other than normal public holidays required for religious purposes shall form part of the normal annual leave allocation.

9.7. Unpaid Leave

An employee may request unpaid leave. It will be at the Executive Management's discretion to authorise such leave.

10. TRAINING AND SKILLS DEVELOPMENT

10.1. Introduction

Bumblebee adopts a culture of continuous learning, growth and development for all employees. The company's learning culture extends further than purely formal channels of development and all forms of knowledge and skills transfer and mentorship are encouraged.

10.2. Training Considerations

Job related training will always take preference, as it is a business necessity. The need for job related training must have been identified by management as being in line with the company's business objectives.

When assessing an employee's eligibility to attend training, the following criteria are examples of what will be taken into consideration:

1. Budget and business objectives?
2. What other training does the company have planned for its employees?
3. Is the program offered through a recognised institution?
4. The employee's performance for the past 18 months.
5. What previous and future training is planned for the employee?
6. How is the program relevant to the employee's function in the company?
7. How will the company benefit from sending the employee on the training?
8. What are the employee's aspirations/career goals and are these in line with the company's business objectives?

10.3. Work Back Obligation

Because of the costs incurred by the company for formal employee development and training a Work Back Obligation is necessary.

In such cases the following applies for training courses:

- 10.4.1 The company will pay the full cost of the training course or study fees, unless otherwise stipulated
- 10.4.2 Employees are required to remain in the employ of Bumblebee for an uninterrupted period of 1 (one) year or part thereof after the completion of the training course or programme (regardless of the exam date(s). Should the employee fail to comply with this service obligation, the part of the money with respect of the Work Back Obligation which he/she has not yet met, shall be claimable by and payable to Bumblebee on a pro rata basis. (Example: A course costing of R12, 000.00 will have a 12 month work back, should the employee leave after 3 completed months of service, 9 months of the pay back will remain. Therefore, a pro rata amount of R9, 000.00 is payable by the employee to Bumblebee).
- 10.4.3 The employee agrees that the company will be entitled to deduct any amount owing by the employee to the company, as provided in the clause above, from the employee's final salary payment.
- 10.4.4 If the employee's final salary payment is insufficient to cover the amount owing by the employee to the company, the employee agrees to repay the outstanding balance.
- 10.4.5 Depending on the amount owing to the company, payment terms may be negotiated between the company and employee.

10.4.6 The employee agrees to:

10.4.6.1 Complete the training course in its entirety.

10.4.6.2 Complete all assignments required for the training course.

10.4.6.3 Write the examination (if applicable).

10.4.6.4 Keep the Company apprised of their results and performance for the course.

10.4.7 If there is an examination to be written on completion of the training course and the employee fails to pass the examination, the company is not obliged to sponsor a second exam and the Work Back Obligation Agreement remains applicable. In all such instances the employee will have an obligation to rewrite the exam at their own expense.

1.1. Should the employee fail to achieve a pass within six calendar months of failing the original exam attempt then the employee will be required to repay the employer the full amount of the training course and all sundries.

1.2. At the sole discretion of executive management an incentive may be paid to the employee should they pass all examinations and/or receive qualifications within a prescribed period. Under no circumstances will this incentive be assumed by any party.

1.3. Employees who discontinue their training will be required to immediately refund the cost of these courses.

10.4. Succession Planning and Promotions

Bumblebee respects the right of each employee to apply for available positions and may be appointed to such positions based on their qualifications, skills and experience.

10.5. Performance Reviews

Performance reviews will be conducted on an annual basis and adjustments to salary or other compensation, deemed appropriate, will be done solely at the discretion of the Company.

11. GENERAL CONDUCT

Bumblebee conducts its business fairly, impartially and in an ethical and proper way. Employees of Bumblebee must always act in the best interests of Bumblebee and are not permitted to behave in a way that may raise questions as to Bumblebee's integrity, respect for diversity, impartiality or reputation, or cause embarrassment to Bumblebee.

Employees are required to conduct themselves at all times in the manner expected of anyone working for a reputable organisation.

Fraud, theft and dishonesty will not be tolerated and will result in immediate dismissal.

Bumblebee reserves the right to refuse entry or evict from its premises any employee under the influence of drugs or alcohol. Employees may not bring drugs onto the company's premises.

No employee, regardless of position, shall directly or indirectly solicit gifts or any other favours from any firm or individual dealing with Bumblebee, or accept anything of this nature other than ordinary social invitations or items generally regarded as advertising material.

The Employee shall, within a reasonable period, notify Bumblebee of any change in her status, such as address, dependents, marital status, telephone number, qualifications or any other relevant changes.

Employees are expected to familiarise themselves and abide by the policies and procedures of Bumblebee's clients.

The employee agrees to undergo any medical or other examination required by Bumblebee from time to time, in circumstances where Bumblebee wishes to ascertain the state of mental or physical health of the employee.

12. GENERAL OFFICE

12.1. Air-Conditioning

During summer, all windows and doors are to be kept closed on account of air-conditioning. During winter these may be opened but need to be closed before end of work each day. All air-cons are to be switched off at the end of each working day.

12.2. Back-Ups

Bumblebee conducts regular back-ups on the network of relevant data including emails and accounting data. Bumblebee employees are responsible for ensuring that any other relevant data, not stored on the network server, is protected at all times i.e. saved and backed-up.

12.3. Office Etiquette

Employees are required to keep their desks and offices in a neat and tidy condition. All chairs are to be pushed in and office worktops are cleared at the end of each day. It is each employee's responsibility to ensure office tidiness.

12.4. Power Saving

Over evenings and weekends, if equipment is not required to remain on, turn it off in order to conserve electricity.

12.5. Stationery

Requests for stationery can be made through the Office Administrator via email.

12.6. Office Lock-up

Bumblebee Head Office employees will be issued with an office key and access codes to the front door and alarm. When leaving the office make sure the alarm is set, lights are switched off, and that all external windows and doors are closed and locked.

13. HEALTH AND SAFETY

13.1. Introduction

Employees must comply with Safety and Health Regulations and Instructions issued from time to time.

Employees must ensure that they are aware of safety procedures of the building and that they know how and when to use safety equipment – e.g. Fire extinguishers.

13.2. Bumblebee's Duties

1. To identify hazards and evaluate risks that might have an impact on the health, safety and wellbeing of our employees and to take the necessary steps that needs to be taken to comply with the Occupational Health and Safety Act.
2. To prevent, as far as reasonably possible, exposing our employees to hazard concerns or to minimize the exposure, if it is not possible to prevent.
3. To provide the necessary training, information, supervision and instructions.
4. To enforce the necessary control measures in the interest of health and safety.

13.3. Employees Duties

1. To take care of his/her own health and safety, as well as that of the other person who may be affected by his/her actions or negligence to act.
2. To cooperate with Management or any person who has been authorised by Bumblebee to carry out duties in terms of the Occupational Health and Safety Act.
3. To inform Management or the Health and Safety representative (Juanitta Botha) of any unhealthy circumstances or acts that they are aware of.
4. To report any incident that an employee was involved in or witnessed that could cause a health risk or that may result in injury.
5. Not to interfere with, damage or misuse anything that is provided in the interest of health or safety. This applies to intentional and or careless or irresponsible actions.

13.4. Accidents and Injuries

Should any Bumblebee employees be injured while working, this must be reported to Management as soon as possible. The Human Resource Department will see to it that the relevant forms, such as the Injury at Work Forms, are completed.

Employees must understand that accidents which are not reported may not be accepted for purposes of compensation of occupational injuries.

13.5. First Aid

Certain employees are trained to administer First Aid and the Human Resources Department, or all Management will be able to refer employees to the qualified First Aid employee, who is Yolandi du Randt.

13.6. Illegal Substances

Bumblebee has adopted a responsible attitude towards drug and alcohol/substance abuse and recognises that it is a treatable illness. Bumblebee will endeavour to ensure that advice and help are made available to any employee who feels they have a problem with alcohol and drug misuse. In the first instance, individuals will be encouraged to seek help.

Under these circumstances and with the employee's consent, a referral will be made to the Occupational Health Service. It may occasionally be necessary to request that the employee refrains from work temporarily, or undertakes restricted duties to ensure their own safety and that of others.

The Company may also allow additional time off (normally unpaid) for employees to obtain treatment or attend support groups.

Any employee who seeks the assistance of the Company in finding treatment for a drugs or alcohol problem has the Company's complete assurance of confidentiality.

HELPLINES:

SANCA – South African National Council on Alcoholism and Drug Dependence.

Cape Town: (021) 945 4080

National toll-free helpline: 0800 12 13 14 or SMS 32312 or www.sancawc.co.za

Johannesburg: **08611 REHAB** (73422) or (011) 673 0400 or www.sanca-jhb.org.za

13.7. Employee Assistance Programme (EAP)

Bumblebee is committed to the emotional and social wellbeing of its employees. The Management team can also assist in ensuring that the employee's well-being is addressed and is therefore able to refer employees for professional guidance when they are faced with any psychological and/or social issues.

13.8. Smoking

Bumblebee practices a general non-smoking policy on office and client premises at all times. Smoking is only permitted in areas specifically designated for this purpose. In addition, Smoke Breaks may only be taken at times that do not interfere or negatively impact work productivity.

13.9. Fire Drills, Fire Marshall and Evacuation Procedures

All Bumblebee employees and visitors of Head Office will be expected to take part in a fire drill. These drills will take place reasonably often in order to make sure that all employees / visitors / clients knows what escape routes to use and where they should assemble, should there be a fire.

It is important to take note of the following:

1. Every staff member must co-operate with the evacuation procedure, whether it is just a drill or real fire.
2. There are fire notices on the walls throughout the office to help you understand what to do if there is a fire or fire drill. Please do not remove or deface these notices.
3. Please take note of the nearest fire escape route to you at the time of the fire or fire drill.
4. All exits should be kept clear at all times.
5. Don't interfere with the fire safety equipment.
6. If you discover a fire, please report to the Fire Marshall (Nedson Mandoloma) and evacuate the building immediately. Do not try and extinguish the fire on your own.

14. HIV AND AIDS

14.1. Introduction

Bumblebee has established this HIV/AIDS policy to ensure that a working environment is created that is conducive to attracting, training and retaining skilled people. This policy will be reviewed on annual basis to ensure that it complies with the relevant legislative requirements.

Bumblebee recognizes that on the basis of current medical and scientific evidence, HIV cannot be transmitted through casual personal contact under normal working conditions; and does not present a risk to the health or safety of co-workers or clients under such conditions.

Bumblebee strives to ensure a working environment where:

1. Employees living with HIV/AIDS are protected from unfair discrimination and stigmatization;
2. All employees have access to training, information and counselling services relating to HIV/AIDS; and
3. Employees living with HIV/AIDS will be treated with dignity, compassion and respect.

14.2. Objectives

1. Prevent unfair discrimination and prejudice against employees living with HIV/AIDS.
2. Minimize fear and panic among employees
3. Ensure stability and productivity in the workplace.
4. Encourage disclosure by HIV positive employees without fear of victimization or prejudice.
5. Enable line management to respond appropriately in the event of an HIV/AIDS related case.
6. Minimize Bumblebee's liability to wrongful conduct by its employees in relation to HIV/AIDS.
7. Empowering employees to prevent the spread of HIV and AIDS by training and education

14.3. Employment

1. Employees living with HIV/AIDS will be treated in the same way as other employees with life threatening diseases. They are expected to meet the same performance requirements that apply to other employees; with reasonable accommodation where necessary.
2. Known or perceived HIV/AIDS status alone may not be a reason for dismissal of a staff member, nor for refusing to conclude, or continue, or renew a staff member's employment contract, nor to treat him or her in any unfair discriminatory manner.
3. Employees living with HIV will be retained in their positions as long as they meet the job requirements. Employees who become incapacitated as a result of HIV/AIDS will be treated in accordance with the incapacity provisions of the Labour Relations Act.

14.4. Disclosures and Confidentiality

1. Bumblebee respects an individual's right to confidentiality and will not conduct HIV tests for employment purposes.
2. Employees are under no obligation to disclose their HIV status to Bumblebee.
3. When an employee tests positive for HIV, the diagnosing doctor can only inform Bumblebee with the employee's written consent. In this regard, any information supplied will be regarded as confidential.

4. Employees living with HIV are encouraged to inform their medical Aid Fund of their status and to participate in its wellness programme(s).
5. If an employee discloses his/ her HIV status, this information will be regarded as highly confidential, unless the employee specifically indicates otherwise
6. Managers who have been informed of an employee's HIV status are required to:
 - 6.1. Be sensitive to the special needs of the employee;
 - 6.2. When necessary, provide the employee with reasonable accommodation to enable him/ her to meet performance criteria;
 - 6.3. Maintain confidentiality at all times.

14.5. Awareness and Education

1. All risks of transmission of HIV/AIDS shall be considered and appropriate measures will be taken by Bumblebee, wherever possible, to minimize the exposure of employees and members of the public who have contact with Bumblebee.
2. Employees affected or infected by HIV/AIDS will be encouraged to make contact with counselling services such as Lifeline.

15. SEXUAL HARASSMENT

15.1. Introduction

In order to provide a productive and pleasant working environment, it is important that Bumblebee endeavour to maintain a workplace characterized by mutual respect. Accordingly, sexual harassment in the workplace will not be tolerated. Where a complaint of sexual harassment is received, an investigation will be undertaken and the Directors will make a decision to discipline or dismiss an employee who has offended another. All cases will be treated with the highest levels of confidentiality.

1. Employees have the right to be treated with dignity;
2. Sexual harassment in the workplace will not be permitted or condoned;
3. Persons who are subjected to sexual harassment have the right to lodge a grievance about it, and
4. Appropriate action will be taken by the employer, which includes disciplinary action

15.2. Prohibited Activities

1. Verbal or written sexually suggestive or obscene comments, jokes or propositions.
2. Unwanted physical contact, such as touching, grabbing or pinching.
3. Unwelcome innuendo's;
4. Sexual advances;
5. Unwelcome gestures and indecent exposures; and
6. Continual expression of sexual or social interest after an indication that such interest is not desired.
7. Conduct with sexual implications when such conduct interferes with the employee's work performance or creates an intimidating work environment.
8. *Quid pro quo* treatment (where an employer or supervisor attempts to influence the process of employment, promotion or training or discipline etc. in exchange for sexual favours).

15.3. Harassment by Non-employees

We will endeavour to protect employees, to the extent possible, from reported harassment by non-employees such as from customers, suppliers and other third parties who have workplace contact with our employees.

15.4. Complaint Procedure

An employee who feels that he or she has been harassed is strongly urged to immediately report the case to their Line Manager or Executive Management and follow the normal grievance procedure.

A follow up regarding the matter raised will be conducted and Bumblebee's disciplinary procedures will be followed as required.

16. CONCLUSION

The policies and procedures contained herein are meant for easy referencing for Bumblebee's management and employees. In instances where a matter is not covered in this manual or clarification or further information is required the stipulations of the Labour Relations Act of 1995 shall apply.

Employees should refer to their Contracts of Employment, the Company On-boarding Guide and Bumblebee's House Rules for additional HR related policies and conditions of employment.

Should any clarification be required on any of the contents of this manual, please ensure you seek clarification from your business unit leader or a member of the Executive Management Team.