

Employment Rules

1. Purpose and Application

The purpose of these rules is not to impose unfair or unreasonable conditions upon the employees, but rather to clearly indicate what management requires and expects from employees.

These rules apply to all employees.

In order to provide for changing circumstances, the list of rules may be amended or supplemented from time to time by agreement.

In the event of an employee allegedly being in breach of said rules, the matter will be subjected to the Organisation's normal disciplinary procedures.

2. Hours of Work

The hours of work will be determined by operational requirements from time to time and employees are expected to strictly adhere thereto.

3. Absenteeism It is the employee's duty to furnish Management with the reason for absence from work, before 10h00 on the first day of absence unless otherwise agreed.

4. Health and Safety Rules

Employees will strictly observe safety rules and regulations of the Organisations and any incidents, however minor must be reported to management immediately.

5. Slogans and Badges

An employee may not wear or display, on his/her person, any slogan, sticker, badge or article without prior permission from Management.

Employees may not distribute signs or notices on the Organisation premises without prior permission from Management.

6. Physical Violence.

No form of physical violence during working hours or on the organizations premises will be tolerated.

7. Alcohol, Drugs and Chemical Substances

No employee shall use alcohol or any other drug or any chemical or related substance not strictly necessary for medicinal purposes whilst at work, nor shall any employee report for work whilst under the influence of being affected by alcohol, any drug or any such other chemical or related substance.

No employee may bring any of the mentioned substances onto the organizations premises or sites serviced by the organization, without permission from management.

8. Weapons and Dangerous Articles No employee shall carry or bring onto the Organisation's premises any dangerous or potentially dangerous or lethal weapon, article or substance without specific instructions or prior authority to do so.

9. **Behaviour**

Employees must comply with the various rules and regulations of the Organisations as issued from time to time, must carry out lawful instruction given to them and at all times behave in a lawful and orderly manner.

No verbal or physical; obscenity will be tolerated. Employees must at all times ensure that their behaviour in public is of such a nature that it is not offensive.

10. **Confidentiality**

An employee may not pass on information to any person or Company outside the organization as to the Organisation's systems, methods or any aspect of the Organisation.

11. **Media Contact**

No employee shall discuss any matter regarding the organization or its circumstance with any media representative nor disclose any information of whatsoever nature pertaining to the Organisation, to any persons or to the media. All requests in this regard shall be directed to the appointed manager.

12. **Moonlighting**

No employee may perform any work for another Organisation or business, which includes after hours work for either a client or a non-client, nor be associated with any enterprise, which may be in conflict with the Organisation.

13. **Organisation's Property.**

Employees shall properly care for Organisation property and shall not through any act of neglect, misuse, damage or allow damage to be caused to any Organisation property. Any instance of misuse, damage / loss or malfunction shall be reported to the immediate superior forthwith.

14. **Unauthorised Removal and Unauthorized Misuse**

No theft, unauthorised possession or use of the Organisation or employee's property will be allowed and employees are expected to report any such occurrence forthwith to Management.

15. **Bribes and Favours**

Receiving or offering bribes and favours (or any benefit sounding in money other than wages and salary) within the Organisation or involving outsiders will not be allowed.

16. **Searching**

In order to avoid suspicion or false allegations and to protect both employees and the employer the company reserves the right to search employees or any items in their possession.

Any searching will be conducted strictly in accordance with the Organisations Security Procedures Manual and will be performed by security Officers who are registered with the Security Industry's Regulatory Authority.

Searching will at all times be conducted taking into account personal and privacy rights including the right to be represented by a fellow employee. Employees are expected to give full co-operation in the search process and will be required to give written reasons for any refusal to do so.

17. **General Conduct**

Employees are expected to be completely honest in all their dealings with the organization.

Employees are required to further the interest of the Organisation by carrying out work allocated and specific duties entrusted to them. To this end they shall also diligently carry out lawful instructions of superiors and, in the event of uncertainty or dispute as to the validity of such directive, avail themselves of the grievance procedure.

18. **Sound Labour Relations**

Employees are expected to at all times observe sound Labour relations.

No employee shall ever participate in any strike action, incite, or further the same unless such action is carried out lawfully and within the ambit of the applicable legislation.

No employee shall during working hours participate in, incite, or further the interest of any political party, or any group or Organisation operating as such with any political aim or objective.

I have read and understand the above terms of employment and will adhere to them accordingly.

SIGNATURE: _____

DATE: _____