

# JRG

*Jabulani Kuphela*

## SAFETY, HEALTH, ENVIRONMENT AND QUALITY POLICY

(SHEQ)

### Intent

J R G SHEQ aims and objectives for all employees and contractors are:

#### Safety and Health

- Provide a safe and healthy work environment.
- Ensure that all work is carried out in a secure and risk free manner.
- Prevent or minimise work-related injuries.
- Promote and actively engage in all primary health care.
- Ensure full compliance with all safety and health legislation.
- The organisation complies with the WHO recommendations on epidemics and/or pandemic

#### Transportation of man and material

- Men and materials will not be transported in the same compartment
- All employees will be transported using safe mode of transport

#### Environment

- Promote a moral and mindful respect and reverence for the conservation and improvement of natural resources.
- Comply with all Conservation and Natural Resources legislation.
- Implement measures to prevent pollution and minimize pollution, erosion and degradation of the natural resources.
- Undertake rehabilitation of all sites as required by the employer and Natural Resources legislation.
- Promote good relationships and enhance the welfare of the local communities.

#### Quality

- To deliver products and services that meet our employer's requirements and specifications.
- To continually seek feedback from our employers and to respond to their queries timeously.
- To achieve timeous handovers of projects and recognise that deadlines are a crucial part of our business.
- To continually review and improve our quality management system in accordance with best practices.
- To adhere to statutory and regulatory obligations pertaining to our work.

#### Management Principles

J R G management and personnel, business partners, all sub-contractors and supplies are obliged to adhere to the following principles:

1. **Commitment:** J R G is committed to ensuring that SHEQ principles outlined above are the primary goal of our organisation.
2. **Competence:** J R G will appoint competent staff trained in all aspects of SHEQ to perform their duties in accordance with all relevant legislation and will ensure that all appointees are competent to perform their duties in accordance with all relevant legislative and company requirements.
3. **Risk Management:** J R G will endeavour to identify, assess and prioritise any hazards and risks associated with our activities.
4. **Prevention and Control:** J R G will prevent and control potential risks through management of workplace procedures. Emergency response plans will be periodically tested. Where accidents or incidents occur J R G will take prompt corrective action, and thereafter disseminate the lessons learnt to ensure that they do not happen again.
5. **Performance:** J R G will set appropriate goals, targets and performance indicators to comply with all relevant legislation and where appropriate apply international best practices.
6. **Improvements:** J R G will foster creativity and innovation in the development of all SHEQ issues and promote the implementation of international best practices and technologies where appropriate.
7. **Stakeholder Engagement:** J R G will promote and maintain open constructive dialogue and develop good working relationship with employees, local communities, regulatory agencies, business organisations and other interested parties to increase knowledge and enhance mutual understanding in matters of common concern.

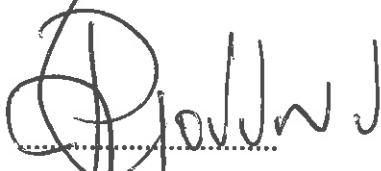
# JRG

*Jabalani Kuphela*

## Employee Commitment

1. To act in a responsible manner in the work environment, with special regard to Management's SHEQ instructions.
2. To assist wherever possible and bring to Management's attention any actions which do not constitute a safe regard to the above SHEQ requirements.
3. To take heed of and abide by any SHEQ instruction in enthusiastic and constructive way.

In recognition of the fact that one must lead by example, and that it is the responsibility of J R G management to demonstrate a high level of commitment to the above requirements we hereby sign below:



**Managing Director: J R Goddard**

**Dated: 23/02/2024**

**Revision No: 6**

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**Workers Committee Chairman**

# JRG

Jabalpuri Kuzhela

## HIV AND AIDS POLICY

### Intent:

To ensure that preventative and control strategies are effectively implemented through the Company's programs to combat the pandemic.

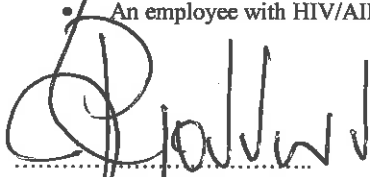
- To create and maintain a safe and healthy work environment where the physical and emotional well-being of all employees, including those living with HIV and AIDS and other life-threatening diseases are protected.
- Ensure confidentiality of medical information
- Directly assist in the planning, implementation and surveillance of all programs.
- To minimize the socio-economic impacts of HIV and AIDS through comprehensive training and creating awareness amongst our employees.
- To save lives by preventing new infections and motivating behavioural change.
- To extend the productive lives of employees and living with HIV and AIDS by providing care and support.
- For HIV and AIDS to be treated like any other serious condition or illness that may affect employees.
- To protect the dignity and human rights of all employees, including those living with HIV and AIDS and other life-threatening diseases.
- Encourage the engagement of external agencies and experts to assist with the education of all employees.
- Encourage all site workers to visit their families at least once per month at home and more often where practical.

### Employee Commitment

- Assist management in every way possible to ensure the smooth and efficient implementation of all HIV and AIDS programs.
- Have in their possession a copy of S.I 202 of 1998.
- Abide by all reasonable decisions and or instructions from management.
- Advise their local Occupational Safety, Health, Hygiene and Environment Affairs or Workers committee representative immediately should any help be required by any colleague in a true culture of caring.

### HIV Testing Confidentiality

- Pre-employment testing for HIV shall not be permitted under any circumstance because it is discriminatory.
- All HIV testing shall be carried out after obtaining the voluntary, informed written consent of the employee.
- No testing shall be done without pre and post counselling by a suitable qualified professional.
- An employee who is HIV positive shall not be obliged to inform the employer.
- An employee with HIV/AIDS status has the same rights and responsibilities as any other employee.



Managing Director: J R Goddard

Dated: 23/02/2024

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Workers Committee Chairman



*Jabulani Kuphela*

**ALCOHOL AND DRUG POLICY**

**Intent**

- To eliminate the risk of substance abuse affecting the workplace and thereby preventing employees, presenting a hazard or threat to the safety of themselves or their colleagues in the workplace.
- Provide a safe workplace by ensuring that all employees are fit for work.
- Provide appropriate assistance and support to employees with substance abuse problems.
- Provide prevention programs that emphasise awareness, education and training with respect to the use of alcohol and drugs.
- Assist employees in obtaining confidential assessment, counselling and referral to rehabilitation services.
- Actively support and encourage rehabilitation activities and re-employment opportunities where applicable.
- Promote compliance with Occupational Health and Safety standards, rules and relevant legislation.

**Fit for Work**

- All employees will undergo random testing to ensure full compliance to the policy.
- No employees shall distribute, possess, consume or use alcohol or drugs that may or will affect their ability to work safely.
- No employee shall test positive for any alcohol or drugs at concentrations as specified in the alcohol and drug rules and regulations.
- No employee shall misuse prescription or non-prescription drugs while at work. If an employee is taking a prescription or non-prescription drug for which there is a potential unsafe side effect, he or she has an obligation to report it to a supervisor.
- Where management believes that an employee may be under the influence of alcohol or drugs, that employee will be required to undergo an alcohol or drug test that will be carried out in front of witnesses.
- The Company has the right to request that any employee in the work place or on duty be tested at any time.
- Employees refusing to have an alcohol or drug test carried out on them will be presumed to be intoxicated and this will be dealt with under the disciplinary procedure.
- Ensure that all employees, contractors and visitors who are deemed unfit for work as a result of abuse of alcohol and other harmful substances are dealt with in an effective, fair and constructive manner.

**Employee Commitment**

- Have an understanding and comply with the alcohol and drug rules and regulations.
- To take responsibility for their own safety and the safety of others.
- Ensure they comply with the work standards and rules as part of their obligation to perform work activities in a safe manner.
- Use medication responsibly, be aware of potential side effects and notify their supervisor of any potentially unsafe side effects where applicable.
- Encourage their peers or co-workers to seek help when there is a potential breach or actual breach of policy.
- Report any employees who they believe will constitute a hazard or threat to the working environment in a spirit of caring for both the individual and other employees.

**Infringement of Policy**

Alcohol and Drug abuse during working hours or at the workplace will result in corrective disciplinary action, up to and including employment termination with potential referral to law enforcement agencies (in terms of drug abuse).

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**Managing Director: J R Goddard**

**Dated: 23/02/2024**

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**Workers Committee Chairman**