

THENJIWE SUPPLIES & REPAIRS

Reference Number	TSR/POL/001
Implementation Date	03.12.2018
Revision / Amendment Number	0
Revision / Amendment Date	03.12.2018

SAFETY, HEALTH AND ENVIRONMENT POLICY



DESCRIPTION OF ORGANIZATION

THENJIWE SUPPLIES & REPAIRS specialises in electrical maintenance and repairs.

POLICY

Safety, Health & Environmental responsibilities are integrated to the way THENJIWE SUPPLIES & REPAIRS carry out business. We commit to continual improvement in our performance, efficient use of natural resources and aspire to a NO Harm Commitment to people and the environment.

THIS COMMITMENT WILL BE ACHIEVED BY:

- Develop, implement and maintain systems for Safety, Health & Environmental that are consistent with Legislative standards
- Identify, evaluate and manage risks to employees, visitors and contractors to achieve industry leading practices.
- Meet and where appropriate, exceed applicable legal and other requirements.
- Train and develop our people and provide resources to meet our targets which include reducing and preventing harm.
- Support the fundamental human rights of employees and contractors and also respect the traditional rights of indigenous peoples.
- Care for the environment and value cultural heritage.
- Develop a SHE culture by improving on employees' and contractors' awareness skills.

COMMUNICATE WITH AND ENGAGE EMPLOYEES, CONTRACTORS, BUSINESS PARTNERS, SUPPLIERS, CUSTOMERS AND COMMUNITIES TO:

- Build relationships based on honesty, openness, mutual trust and involvement, and
- Share responsibility for meeting the requirements of this Policy.

RESPONSIBILITIES

Achievement of THENJIWE SUPPLIES & REPAIRS objectives is and will be the responsibility of all management structures.

Duties will further be assigned to Company personnel with the aim of managing Safety, Health and Environmental procedures.

POLICY REVIEW

This Policy shall be review by management annually.

This Policy shall be communicated to all employees working for or under THENJIWE SUPPLIES & REPAIRS and shall be displayed in prominent areas for all employees and visitors to take note of.



Managing Director

4/12/18

Date

THENJIWE SUPPLIES & REPAIRS

Reference Number	TSR/POL/002
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SMOKING POLICY



INTRODUCTION:

An increasing number of studies document the health hazards of tobacco smoke on both the smoker and non-smoker. Because the health and well-being of all employees are a high priority here at **THENJIWE SUPPLIES & REPAIRS** as well as to adhere to the legal requirements, this policy has been implemented to promote a smoke-free workplace.

OBJECTIVE:

The objective of this policy is to:

- Provide a healthy and comfortable working environment for all employees in terms of the Occupational Health & Safety Act 85 of 1993,
- Ensure compliance to legislation, i.e. Tobacco Products Control Act, 1993 and the Tobacco Products Control Amendment Act, 1999 and
- Ensure that rights of all employees (smokers and non-smokers) are respected in the employment environment.

SCOPE

This policy is applicable to all who enter the workplace of **THENJIWE SUPPLIES & REPAIRS**.

RESPONSIBILITY

It is the responsibility of all employees to ensure the adherence to the principles and guidelines as prescribed in this policy.

POLICY

Definition

“Smoke” means to inhale, exhale, hold or otherwise have control over an ignited tobacco product, weed, or plant, and “smoked” and “smoking” have corresponding meanings.

“Tobacco product” means any product manufactured from tobacco and intended to be smoked for use by smoking, inhalation, chewing, sniffing or sucking.

“Workplace” means –

- (i) Any indoor or enclosed area in which employees perform the duties of their employment; and
- (ii) Includes any corridor, lobby, stairwell, elevator, cafeteria, washroom or other common area frequented by such employees during the course of their employment; but
- (iii) Excludes any private dwelling, any portion of an area mentioned in sub-paragraph (i) specifically designated by the employer as a smoking area and which complies with the prescribed requirements.

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SMOKING POLICY



Areas where smoking is prohibited

SMOKING IS PROHIBITED IN THE FOLLOWING AREAS

- All public places and workplaces including Board Room, Training Room, Reception, tea rooms, bathrooms and all offices, and all other places where no-smoking signs are displayed.
- Any area in which a fire or safety hazard exists, including employer's owned vehicles.

Areas where smoking is allowed

Smoking will be allowed in the following areas:

- Designated Smoking areas
- Open ventilated area's;
- Any other open area which has not been demarcated as a "non-smoking" zone.

Responsibilities of smokers

Smokers should:

- Manage their smoke breaks responsibly so as not to impact on their productivity.
- Respect the rights of non-smokers.
- Not misuse company time.

Conflict between smokers and non-smokers

In the event of any conflict, the interests of non-smokers will prevail.

Grievances

Any grievances with regard to the application of this policy will be dealt with according to the Company's grievance procedure.

AUTHORITY OF THE MANAGING DIRECTOR

The Managing Director may prescribe or approve steps not consistent with this policy where the merits of the case warrant such actions or where the specific actions are not prescribed in this policy.

INTEREST OF THE COMPANY

All employees are to act in good faith and in the best interest of the Company in the interpretation and application of this policy. Any form of abuse of the conditions addressed in this policy, self-enrichment or prejudice towards the Company, will be regarded as misconduct and be dealt with in accordance with the Company's disciplinary policy.



Managing Director

4/12/18

Date

THENJIWE SUPPLIES & REPAIRS

Reference Number	TSR/POL/003
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ALCOHOL AND DRUG POLICY



Introduction:

THENJIWE SUPPLIES & REPAIRS has a vital interest in maintaining a safe, healthy, effective and professional working environment for all its employees. THENJIWE SUPPLIES & REPAIRS regards drug and alcohol abuse as serious social and economic problems. Employees who are under the influence of alcohol or drugs present safety and health risks to themselves and their fellow employees, and have detrimental effects upon high standards of performance and conduct.

For the purposes of this policy, company property or premises, will include the property or premises of any of the clients of THENJIWE SUPPLIES & REPAIRS or any site or project which THENJIWE SUPPLIES & REPAIRS is busy with.

These policies are also subject the operational requirements of the client.

Purpose:

To ensure that THENJIWE SUPPLIES & REPAIRS has a working environment that is free of alcohol and drug use/abuse and to outline THENJIWE SUPPLIES & REPAIRS expectations and requirements for creating and maintaining an alcohol and drug free working environment, and for dealing with substance abuse in the workplace.

To provide an opportunity to employees with a medically recognised substance use problem to get well rather than provide grounds for the employer to terminate the employee's service, subject to the procedure and requirements set out in this policy.

Scope:

All individuals working for THENJIWE SUPPLIES & REPAIRS are expected to report fit for duty for scheduled work and be able to perform assigned duties safely and responsibly without any limitations due to the use or after effects of alcohol, illicit drugs, non-prescription drugs or prescribed medications or any other substance.


THENJIWE SUPPLIES & REPAIRS has adopted a zero tolerance policy for employees who arrive at work under the influence of alcohol or drugs, and/or whose ability to work is impaired in any way by reason of the consumption of alcohol or drugs, or who consume alcohol or drugs on Company property or the property of a client of THENJIWE SUPPLIES & REPAIRS or during trading hours or in the official executing of company duties.

THENJIWE SUPPLIES & REPAIRS strictly prohibits the use of, unlawful manufacture of, sale, purchase, offer to purchase or sell, transfer, distribute, consume or possession of drugs or alcohol on company property or in the execution of official company duties.

THENJIWE SUPPLIES & REPAIRS reserves the right to conduct searches for drugs or alcohol, including, but not limited to, searches of lockers, filing cabinets, desks, packages, etc. which are on Company property or in a Company facility. Any drugs or alcohol found as a result of such a search will be confiscated and the occupant or user of the object will be subject to disciplinary action, up to and including termination of employment.

Any employee will subject him/her self to a breathalyser/blood or urine test to be performed if a managers/supervisors or any other person suspects such employee to be under the influence of alcohol or drugs.

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There rests an obligation on every employee to report any suspicion that a fellow employee, visitor or contractor is under the influence of alcohol or drugs to a manager/supervisor.

Assistance and Rehabilitation:

THENJIWE SUPPLIES & REPAIRS recognises that dependency on alcohol and/or drugs can be successfully treated, and encourages employees with such dependencies to assume ownership of gaining control over their dependency.

Such employees are expected to seek advice and to follow appropriate treatment promptly.

If an employee voluntarily approaches THENJIWE SUPPLIES & REPAIRS and discloses a medically recognised alcohol or drug dependency or addiction, THENJIWE SUPPLIES & REPAIRS will attempt to accommodate the employee, in as far as it is practically possible with regards to operational requirements, alternatively, grant unpaid leave to the employee for a period of 3 (three) months or until the dependency or addiction is controllable and does not affect the performance or safety of the employee, whichever occurs first, to enable the employee to receive the necessary treatment.

After the time period in paragraph above, has lapsed a formal investigation will be held to establish if the employee is fit to assume his/her duties at THENJIWE SUPPLIES & REPAIRS or the time period of the unpaid leave should be extended or if the employee should be interviewed regarding his/her incapacity to commence employment.

Employees, who voluntarily request assistance will be treated with respect, and to the highest extent possible, will be treated in confidence.

Roles and Responsibilities:

It is the responsibility of all managers/supervisors to identify a situation in which they have concerns about an individual's ability to perform their job, and take the appropriate steps.

If any employee, visitor or contractor arrives at the workplace and or company property and a manager/supervisor has reasonable cause to suspect that the person is under the influence of alcohol or drugs, the person shall immediately be removed from the property/premises. In the event that there is doubt as to whether the person is impaired or not, the manager/supervisor should err on the side of caution and remove the person from the work environment than expose the employee or other employees to potential injury.

Management is aware that we are not doctors or specialists in assessing intoxication or impairment; however the following non-comprehensive list provides some direction as to likely indicators of impairment:

- Smell of alcohol or drugs on breath;
- Glassy eyes;
- Slurred speech;
- Unusually loud and/or argumentative;
- Unsteady gait or unusual body movements;
- Face abnormally flushed;
- Deterioration in job performance such as sporadic work pace, neglect of details, increase in mistakes, difficult recalling instructions;

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- Smell of cannabis in the air at the employee's work location and/or discarded drug evidence in the same area.
- Or any other symptoms that make manager or supervisor believe that the employee is under the influence of drugs or alcohol.

Steps to be taken:

- After the manager/supervisor observes any of the above, approach the employee with your suspicion;
- Get a witness to corroborate the suspicion;
- Escort the employee to a private location and ask if she/he had anything to drink or took drugs;
- Ask the employee to take a breathalyser test;
- If reasonable suspicions or signs of impairment are confirmed, immediately remove the employee from the workplace pending further investigation.

Employees who are prescribed medication are expected to consult with their GP or pharmacist to determine if the medication will have any potential negative effect on job performance. The employee is required to report this to the manager/ supervisor and provide appropriate medical verification on restrictions in performance of duties.

Where the situation dictates that a witness is required to corroborate a reasonable suspicion that an employee, visitor or contractor is under the influence of alcohol or drugs, managers/supervisors must seek corroboration from two other managers/supervisors in THENJIWE SUPPLIES & REPAIRS

Steps taken by Manager/Supervisor to ensure that employee gets home safely:

- Call his/her family member to collect the employee from work (if available); or
- Get another employee to drive the person home or summon a taxi;
- Ask the employee to leave his/her car keys with his/her supervisor/manager;
- If the employee insists on driving home, inform him/her that immediate steps will be taken to contact the police as soon as he/she leaves the premises;
- If the employee refuses to leave the premises, the police must be contacted to take the employee home.

Immediately after the employee has left the premises, a relevant manager/supervisor and all corroborative witnesses must prepare an Incident Report, including all observations and actions taken. These statements must be presented to the HR Department at the first available opportunity.

The Manager and Production Director together with the HR Administrator will review the facts and circumstances surrounding the incident. If it is found that the employee's ability to work was impaired by reason of alcohol or drugs, further disciplinary action will be taken.


Managing Director

4/12/18
Date

