

Reference	SHE-POLICIES
Revision	00
Effective Date	February 2026
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Approved by	Sec 16(1)

## Bribery and Corruption Policy

### 1. Objective of the policy:

- 1.1 The company is committed to achieving the highest standard of ethical conduct and to ensuring that management, employees and others who may provide services on its behalf act in compliance with all applicable laws regulating the combating of bribery and corruption.
- 1.2 The company does not tolerate any form of bribery or corruption. It is thus Policy that all Employees and Representatives comply with the Prevention and Combating of Corrupt Activities Act 12 of 2004 and support the policy on the Protocol against corruption, created by the Southern African Development Community as signed by the Heads of State/Government and take cognizance of the Protected Disclosures Act 26 of 2000.
- 1.3 This policy applies to all company officers, Directors, board members, Employees, and temporary workers (such as consultants or contractors) across the group as well as all third-party's or representatives acting with or in corporation to the company, no matter where they are located or what they do.

### 2. Purpose of the policy:

- 2.1 This policy provides guidance on the standards of behaviour to which all parties must adhere to and most of these reflect the common sense and good business practices that all is expected to work to in any event.
- 2.2 The policy is designed to help identify when something is prohibited so that bribery and corruption are avoided and provide with help and guidance should there be any uncertainty about whether there is a problem and further advice is required.

### 3. Definitions:

- 3.1 For the purpose of this Policy the following definitions shall apply:

- 3.1.1 **Agent** means any authorized representative who acts on behalf of the company and includes a director, officer, employee or other person authorized to act on behalf of the company.
- 3.1.2 **Business** means any business, trade, occupation, profession, calling, industry or undertaking of any kind, or other activity carried on for gain or profit by any person within the Republic or elsewhere, and includes all property derived from or used in or for the purpose of carrying on such other activity, and all the rights and liabilities arising from such other activity;
- 3.1.3 **Dealing** includes any promise, purchase, sale, barter, loan, charge, mortgage, transfer, delivery, transmission, gift, donation, trust, settlement, deposit, withdrawal, transfer between accounts or extension of credit;
- 3.1.4 **Gifts** include receipt of loans, payments, services, personal travel, entertainment, gifts or favours of more than token value from customers or suppliers, or from a person doing or seeking to do business with the

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Company, any gratuity, discount, entertainment, hospitality, forbearance, or other tangible or intangible item having monetary value, including but not limited to, cash, food and drink.

### 3.1.5 Gratification includes –

- a) Money, whether in cash or otherwise;
- b) Any donation, gift, loan, fee, reward, valuable security, property or interest in property of any description, whether movable or immovable or any other similar advantage;
- c) The avoidance of a loss, liability, penalty, forfeiture, punishment or other disadvantage;
- d) Any office, status, honour, employment, contract of employment or services, any agreement to give employment or render services in any capacity and residential or holiday accommodation;
- e) Any payment, release, discharge or liquidation of any loan, obligation or other liability, whether in whole or in part;
- f) Any forbearance to demand any money or money's worth or valuable thing;
- g) Any other service or favour or advantage of any description, including protection from any penalty or disability incurred or apprehended or from any action or proceedings of a disciplinary, civil or criminal nature, whether or not already instituted, and includes the exercise or the forbearance from the exercise of any right or any official power or duty;
- h) Any right or privilege;
- i) Any valuable consideration or benefit of any kind, including any discount, commission, rebate, bonus, deduction or percentage;

3.1.6 **Property** means money or any other movable, immovable, corporeal or incorporeal thing, whether situated in the Republic or elsewhere and includes any rights, privileges, claims, securities and any interest therein and all proceeds thereof;

3.1.7 **Valuable security** – means any document –

- a) Creating, transferring, surrendering or releasing any right to, in or over property;
- b) Authorizing the payment of money or delivery of any property; or
- c) Evidencing the creation, transfer, surrender or release of any such right, the payment of money or delivery of any property or the satisfaction of any obligation.

### 4. Understanding Bribery:

4.1 Bribery involves the following:

4.1.1 When a financial or other advantage is offered, given or promised to another person with the intention to induce or reward them or another person to perform their responsibilities or duties improperly (it does not have to be the person to whom the bribe is offered that acts improperly); or

4.1.2 When a financial or other advantage is requested, agreed to be received or accepted by another person with the intention of inducing or rewarding them or another person to perform their responsibilities or duties inappropriately (it does not have to be the person who receives the bribe that acts improperly).

4.2 It does not matter whether the bribe is –

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4.2.1 Given or received directly or through a third party (such as someone acting on the company's behalf for example an agent, distributor, supplier, joint venture partner or other intermediary); or

4.2.2 For the benefit of the recipient or some other person.

4.3 Bribes can take many forms, for example:

- 4.3.1 Money (or cash equivalent such as shares);
- 4.3.2 Unreasonable gifts, entertainment or hospitality;
- 4.3.3 Kickbacks;
- 4.3.4 Unwarranted rebates or excessive commissions;
- 4.3.5 Unwarranted allowances or expenses;
- 4.3.6 Uncompensated use of company services or facilities; or
- 4.3.7 Anything else of value

### 5. Understanding Corruption:

5.1 Any agent who, directly or indirectly accepts to agree or offers to accept any gratification from any other persons whether for the benefit of himself or for the benefit of another person or gives or agrees or offers to give to any other person any gratification whether for the benefit of that other person or for the benefit of another person in order to act personally or by influencing another person so to act, in a manner:

5.1.1 That amounts to the –

- 5.1.1.1 Illegal, dishonest, unauthorized, incomplete, or biased; or
- 5.1.1.2 Misuse or selling of information or material acquired in the course of the exercise, carrying out or performance of any powers, duties or functions arising out of a constitutional, statutory, contractual or any other legal obligation;

5.1.2 That amounts to –

- 5.1.2.1 The abuse of a position of authority;
- 5.1.2.2 A breach of trust; or
- 5.1.2.3 The violation of a legal duty or a set of rules

5.1.3 Designed to achieve an unjustified result; or

5.1.4 That amounts to any other unauthorized or improper inducement to do or not to do anything, is guilty of the offence of corruption.

### 6. Hospitality and Gifts:

6.1 Any staff member receiving any material asset arising from the employment relationship such as gifts, money, complementary tickets, free accommodation or any other form of gratuity, is prohibited from accepting such an offer.

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6.2 Except in unusual circumstances, gifts or favours having values beyond common courtesy or accepted business practice should be declined or returned.

6.3 Gifts of money or other valuables can never be accepted.

6.4 A staff member must without any delay report to a superior, any offer made by an external person, company, supplier, or contractor which, if accepted by the member of staff, would result in a conflict of interest.

6.5 Employees who have questions regarding this policy or who are uncertain as to whether a conflict of interest exists should confer with their supervisors or the relevant Manager.

### 7. Whistleblowing:

7.1 The company is committed to ensuring that employees can speak up with confidence if they have any concerns or need to ask for help. If an employee suspects or observes anything that might be in contravention of this policy, an obligation to report it exists. The company will not tolerate retaliation in any form against anyone for raising concerns or reporting what they genuinely believe to be improper, unethical or inappropriate behaviour. All reports will be treated confidentially and any person reporting such behaviour will be protected from being subjected to an occupational detriment. Any provision in any contract or agreement is void insofar as it purports to exclude any provision of this policy to refrain from instituting or continuing with any proceedings from blowing the whistle on issues raised by this policy.

### 8. Violations:

8.1 Any employee who abuses or breach any of the principles within this policy will be subject to corrective action up to and including termination of the employment contract. If necessary, the company also reserves the right to advise appropriate legal officials of any illegal activities by offenders.

  
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### Competency Requirements Policy Statement

The purpose of this policy is to ensure that all Makoya Amanzi employees and contractors are competent to perform their work safely and effectively.

#### Scope

This policy applies to all Makoya Amanzi employees and contractors who perform work for the company.

#### Policy

Makoya Amanzi is committed to ensuring that all work is performed safely and effectively by competent personnel. In line with this commitment, the company will:

- Ensure that all employees and contractors have the required knowledge, training, and experience specific to their work or task, as outlined in the definition of a "competent person";
- Ensure that all employees and contractors are familiar with the Act and with the applicable regulations made under the Act;
- Establish procedures for assessing and verifying the competency of employees and contractors;
- Maintain accurate records of employee and contractor competencies;
- Provide training and education to employees and contractors to ensure that they maintain their competencies.

#### Definition of a Competent Person

For the purposes of this policy, a competent person is defined as a person who:

- Has the required knowledge, training, and experience specific to the work or task to be performed, including any applicable qualifications registered in terms of the National Qualifications Framework Act, 2008 (Act No. 67 of 2008)
- Is familiar with the Act and with the applicable regulations made under the Act

#### Assessment and Verification of Competency

Makoya Amanzi will assess and verify the competency of employees and contractors in accordance with applicable laws, regulations, and industry best practices. Competency assessments may include:

- Reviews of resumes, work history, and references;
- Interviews with the employee or contractor;
- Practical skills assessments;
- Written tests or exams;
- Verification of qualifications and training.

Makoya Amanzi will maintain accurate records of employee and contractor competencies, including the results of any assessments and verification processes.

#### Training and Education

Makoya Amanzi will provide training and education to employees and contractors to ensure that they maintain their competencies. The training will include information on:

- The Act and applicable regulations;
- Industry best practices and standards;
- Company policies and procedures;
- The proper use of equipment and tools;
- Health and safety requirements and procedures.

#### Conclusion

Makoya Amanzi is committed to ensuring that all work is performed safely and effectively by competent personnel. This Competency Requirements Policy outlines the measures that the company will take to assess, verify, and maintain the

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competency of employees and contractors. It is the responsibility of all employees and contractors to comply with this policy and to maintain their competencies to perform their work safely and effectively.

#### Review

Policies will be reviewed regularly in the light of legislation, industry standard and company changes.

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### Driving Policy Statement

Makoya Amanzi is fully committed to providing a health and safe working environment for all employees, contractors and visitors. We will strive for the continuous improvement of health and safety standards and procedures with the main focus on reducing risk and as far as humanly possible, the complete elimination of driving related injury. All categories of vehicle, including self-propelled mobile plant, must not be operated unless:

- Vehicle is fit for purpose, inspected and confirmed to be in safe working order
- Passenger number does not exceed manufacturer's design specification for the vehicle.
- Loads are secure and do not exceed manufacturer's design specifications or legal limits for the vehicle.
- Seat belts are installed and worn by all occupants.

#### Drivers Must:

- Be in possession of a valid driver's license, satisfactory driving record, competency training (defensive driving training)
- Comply with local laws and policies and must be "job-ready" when they are on company business.
- Always wear seat belts when travelling in, or operating vehicles.
- Always wear helmets when travelling on, or operating, a motorbike.
- Drive company vehicles responsibly, adhere to speed limits and traffic signs.
- Give attention to road conditions.
- Always allow for at least a 3-car following distance.
- When pedestrians or animals are spotted on the side of the road slow down so that evasive action can be taken in an emergency.
- Stop if tired or lack of concentration.
- Ensure that correct licenses are valid and in place.
- Complete daily vehicle checklists and logbooks.
- Conduct proper housekeeping inside vehicles.
- Report vehicle accidents/incidents immediately to the Logistics, Line and HSE Manager.

#### Drivers are not allowed to:

- Misuse company vehicles for private use without any authorization.
- Remove branding on company vehicles.
- Transport tools, equipment and material together with employees inside vehicles.
- Drive under the influence of alcohol or drugs or medications that could impair their judgement or ability to drive.
- Use a hand held phone whilst driving and only make calls by pulling over or using hands free devices, when it is safe to do so.
- Transport passengers in the back of bakkies and trucks. Employees are to make use of mini-busses for transportation.
- Exceed speed limits or travel at speeds which are dangerous for the type of road, vehicle or conditions.
- Undertake any street or underground work activities unless competent to do so.

Violations of this policy may result in revocation or restriction of employee authorisation to drive a company-owned vehicle on company business, reassignment, demotion, suspension or dismissal.

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#### Responsibilities:

Management has the overall responsibility to provide a health and safety workplace through the effective implementation of standard and policies. Every manager & site foreman is expected to take responsibility and be accountable for implementation of the Makoya Amanzi Vehicle Policy within his or her area.

However, implementation will stay a shared responsibility. Every employee, contractor and visitor must ensure that work in relation to vehicles are undertaken in a safe manner in accordance with occupational health and safety training, procedures, standards and policies

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## Emergency Preparedness Policy and Procedure

### Purpose

The purpose of this policy is to establish comprehensive guidelines and procedures for emergency preparedness on Makoya Amanzi sites, ensuring the health and safety of all employees, contractors, and stakeholders.

### Scope

This policy applies to all Makoya Amanzi employees, contractors, and visitors on site, and covers various emergency situations, including fire, gas leaks, structural collapse, medical emergencies, bomb threats spills, etc.

### Policy

Makoya Amanzi is committed to providing a safe and healthy working environment for all employees, contractors, and stakeholders. In line with this commitment, the company will:

- Train employees and contractors on emergency preparedness, response, and evacuation procedures;
- Establish a designated emergency response team for each site;
- Ensure that emergency equipment, such as first aid kits and firefighting equipment, is available and properly maintained;
- Conduct regular emergency drills and simulations to evaluate and improve emergency response procedures.

### Procedure

#### 1. Training

Employees and contractors will receive training on emergency preparedness, response, and evacuation procedures. Training will cover emergency response roles, use of emergency equipment, and actions to take during specific emergency situations.

#### 2. Emergency Response Team

Makoya Amanzi will establish a designated emergency response team for each site, consisting of representatives from site management, health and safety, and other relevant departments. The emergency response team will be responsible for coordinating and overseeing emergency response activities on site. The team will consist of:

Emergency Coordinator  
First Aider (where applicable)  
Fire Marshalls (where applicable)

#### 3. Emergency Equipment

Makoya Amanzi will ensure that emergency equipment, such as first aid kits, firefighting equipment, spill containment materials, and personal protective equipment (PPE), is available on site and properly maintained. Equipment will be inspected regularly and replaced or repaired as necessary.

#### 4. Emergency Drills and Simulations

Makoya Amanzi will conduct regular emergency drills and simulations to evaluate and improve emergency response procedures. Drills will test employee and contractor knowledge of emergency procedures, as well as the effectiveness of the emergency response team and emergency equipment.

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## Emergency Response Procedures for Specific Emergencies:

### A. Fire

- Activate the nearest fire alarm or alert others by shouting "fire" if no alarm is available;
  - Call emergency services (e.g., 10111, 112, or local emergency number) and provide the exact location of the fire;
  - Notify site management, security personnel, or the emergency response team immediately;
  - Assess the size and nature of the fire to determine if it can be safely extinguished using available firefighting equipment (e.g., fire extinguishers, fire blankets). Only attempt to extinguish the fire if you have received appropriate training and are confident in your ability to do so without endangering yourself or others;
  - If the fire cannot be safely extinguished or is rapidly spreading, prioritize evacuation. Close doors and windows behind you to help contain the fire, but do not lock them;
  - Follow designated evacuation routes and remain calm. Do not use elevators or lifts, and avoid areas with heavy smoke or flames;
  - Assist others, especially those with disabilities or mobility impairments, in evacuating safely;
  - Proceed to the assembly point and wait for further instructions from site management or the emergency response team;
  - Do not re-enter the building or affected areas until the all-clear signal has been given by the emergency response team, site management, or the authorities;
  - Cooperate with the authorities and site management during the investigation and provide accurate information about the incident.
- Prevention and Training To minimize the risk of fire emergencies, Makoya Amanzi will:
- Conduct regular risk assessments to identify potential hazards and implement appropriate control measures;
  - Ensure that fire-fighting equipment, such as fire extinguishers and fire blankets, are readily available, well-maintained, and inspected regularly;
  - Provide fire safety training to all employees, contractors, and visitors, including the proper use of fire-fighting equipment, evacuation procedures, and the location of fire exits and assembly points;
  - Conduct regular fire drills to ensure that all personnel are familiar with evacuation procedures and can respond effectively in the event of a real fire emergency;
  - Enforce strict adherence to fire safety regulations, such as maintaining clear exit routes, proper storage of flammable materials, and appropriate disposal of combustible waste.

### B. Gas Leak

- Immediately report the gas leak to site management or the emergency response team;
- Evacuate the area, avoiding ignition sources;
- Do not attempt to repair the gas leak;
- Proceed to the designated assembly point and await further instructions.

### C. Structural Collapse

- Notify site management or the emergency response team;
- Evacuate the area and avoid entering the collapsed structure;
- Provide assistance to any injured persons, if it is safe to do so;
- Proceed to the designated assembly point and await further instructions.

### D. Medical Emergencies

- Assess the situation: Evaluate the scene for any hazards or dangers that could pose a risk to you, the

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affected individual, or others. Ensure the area is safe before proceeding.

- Call for help. Notify site management, security personnel, or the emergency response team immediately. Provide information about the nature of the emergency, the location, and the condition of the affected individual;
- Provide first aid: If you are trained and certified in first aid, administer appropriate care to the affected individual while waiting for help to arrive. Do not attempt to provide medical assistance beyond your level of training and expertise;
- Keep the affected individual comfortable: If it is safe to do so, make the affected individual as comfortable as possible while waiting for help to arrive. This may involve providing reassurance, keeping them warm, or elevating an injured limb;
- Gather information: Obtain as much information as possible about the affected individual's medical history, allergies, medications, and any other relevant details. This information may be crucial for medical professionals when they arrive on the scene;
- Clear access: Ensure that there is a clear and accessible path for emergency responders to reach the affected individual. Designate someone to direct emergency responders to the scene, if necessary;
- Report the incident: After the situation has been resolved, report the medical emergency to site management and complete any required documentation or incident reports;
- Debrief and review: Participate in a debriefing session with site management, the emergency response team, and any other relevant parties to review the incident, identify areas for improvement, and discuss any additional training or resources that may be required.

### E. Bomb Threat

- Report the threat to site management or the emergency response team;
- Follow instructions from the emergency response team, which may include evacuating the area or searching for suspicious objects;
- Do not touch or attempt to remove any suspicious objects;
- If instructed to evacuate, follow the designated evacuation routes and proceed to the assembly point;
- Remain calm and wait for further instructions from the emergency response team.

### F. Spills

- Identify the spilled material: Check labels, containers, or Safety Data Sheets (SDS) for information on the spilled substance;
- Alert site management and the emergency response team: Notify the appropriate personnel immediately, providing information on the spilled material, location, and size of the spill;
- Assess immediate danger: Determine if there are risks of fire, explosion, or toxic fumes. Evacuate the area if necessary and activate the appropriate emergency alarm;
- Isolate the spill area: Erect barriers, use warning signs, and secure the spill area to prevent unauthorized access;
- Protect stormwater and sewage systems: If possible, use absorbent materials, sandbags, or other barriers to prevent the spilled material from entering drainage systems;
- Implement appropriate spill response measures:
  - For liquid spills, use appropriate absorbent materials to contain the spill. Absorbent materials may include sand, clay, vermiculite, or commercial absorbents;
  - For solid spills, sweep up the material and place it into a suitable container for disposal;
  - For hazardous materials, refer to the SDS or contact the supplier for specific guidance on spill response and clean-up;
- Clean up the spill:
  - Wear appropriate personal protective equipment (PPE) during the clean-up process, such as gloves, goggles, and respirators;

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- Dispose of used absorbent materials, contaminated PPE, and any other hazardous waste in accordance with local regulations and company policies;

- Neutralize any remaining material: If required, treat the spill area with a suitable neutralizing agent as recommended by the SDS or supplier. Test the area to ensure neutralization has been effective;
- Report and document the incident: Complete an incident report and notify relevant authorities if required by law. Document the spill, response measures taken, and any lessons learned to improve future spill response procedures;
- Restock spill response supplies: Ensure that spill kits and other response materials are replenished after use, and that all personnel are trained in their use and location;

### G. Suspended Workers (Fall Arrest Situations)

- Notify the site supervisor or the emergency response team immediately;
- Follow the site's established rescue plan for suspended workers;
- Do not attempt to rescue the suspended worker unless you are trained and authorized to do so;
- Provide assistance and support to the designated rescue team as needed.

### H. Acts of Violence

- Notify site management, security personnel, or the emergency response team immediately;
- If safe to do so, attempt to de-escalate the situation by calmly communicating with the individuals involved;
- Do not physically intervene unless you have received appropriate training and are authorized to do so;
- If instructed to evacuate, follow the designated evacuation routes and proceed to the assembly point;
- Provide accurate information to the authorities if requested;
- Wait for further instructions from site management or the emergency response team.

### I. Strike Action

- Notify site management immediately;
- Avoid engaging in confrontational behavior with striking employees/persons;
- Follow instructions from site management regarding access to the site and work arrangements;
- If instructed to evacuate or leave the site, do so in an orderly and safe manner;
- Await further instructions from site management.

### J. Hijacking

- Prioritize your personal safety and the safety of others over the protection of company property;
- Comply with the hijacker's demands, unless doing so poses an immediate threat to your safety or the safety of others;
- Notify the authorities, site management, and security personnel as soon as it is safe to do so;
- If possible, provide a description of the hijacker(s) and any relevant details about the incident to the authorities;
- Cooperate with the authorities and site management during the investigation.

### K. Robberies

- Prioritize your personal safety and the safety of others over the protection of company property;
- Comply with the robber's demands, unless doing so poses an immediate threat to your safety or the safety of others;
- Activate any silent alarms or security systems, if safe and possible to do so;
- Notify the authorities, site management, and security personnel as soon as it is safe to do so;
- If possible, provide a description of the robber(s) and any relevant details about the incident to the

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**Authorities:**

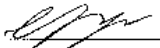
- Cooperate with the authorities and site management during the investigation.

**Conclusion**

Makoya Amanzi is committed in providing a safe and healthy working environment for all employees, contractors, and stakeholders. This Emergency Preparedness Policy and Procedure outlines the measures that the company will take to prepare for and respond to various emergency situations on site. It is the responsibility of all employees, contractors, and visitors to comply with this policy and to participate in emergency response training and drills as required.

**Review**

This policy and its associated procedures will be reviewed regularly in light of changes in legislation, industry standards, and company operations. Adjustments will be made as necessary to maintain the effectiveness of the Emergency Preparedness Policy and Procedure.

  
CEO/Responsible person

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**Environmental Policy Statement**

Makoya Amanzi recognises that day-to-day operations can impact both directly and indirectly on the environment. We aim to protect and improve the environment through good management and by adopting best practice wherever possible. Makoya Amanzi will work to integrate environmental considerations into our business decisions and adopt greener alternatives wherever possible, throughout our operations.

**In all our activities we aspire to:**

- Comply fully with all relevant legal requirements, codes of practice and regulations.
- Conducting our operations in an environmentally sensitive manner.
- Prevent pollution to land, air and water.
- Reduce water and energy use.
- Improve the environmental efficiency of our transport and travel.
- Identify and manage environmental risks and hazards.
- Involve customers, partners, clients, suppliers and subcontractors in the implementation of our objectives.
- Promote environmentally responsible purchasing.
- Reducing Energy Usage by increased Energy Efficiency.
- Re-Using or Recycling Waste when possible.
- Provide suitable training to enable employees to deal with their specific areas of environmental control.
- Raising the awareness of staff so that everyone may be involved.
- All employees are responsible for working towards the objectives contained within this policy.

We will aim for Continuous Improvement.

  
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**Ergonomics Policy and Procedure**

The purpose of this policy is to establish a framework for the management of ergonomics in the workplace, with the aim of preventing injuries and promoting the health and wellbeing of Makoya Amanzi employees.

**Scope**

This policy applies to all Makoya Amanzi employees, contractors, vendors, and other third parties who conduct business with Makoya Amanzi.

**Policy**

Makoya Amanzi is committed to providing a safe and healthy workplace for its employees. In line with this commitment, the company will:

- Comply with the Ergonomics Regulations, 2018;
- Identify and assess ergonomic hazards in the workplace;
- Implement control measures to eliminate or reduce ergonomic hazards in the workplace;
- Provide information and training to employees on ergonomics and safe work practices;
- Monitor and review the effectiveness of ergonomic controls and make necessary improvements.

**Definitions For the purposes of this policy:**

- Ergonomics is the scientific study of human performance and interaction with work equipment, systems, and environments. Ergonomics aims to optimize human performance, safety, and comfort while minimizing the risk of injury and illness.
- Ergonomic hazards are factors in the work environment that can lead to musculoskeletal disorders, such as repetitive motions, awkward postures, and forceful exertions.

**Procedure**

- Identification and Assessment of Ergonomic Hazards** - Makoya Amanzi will identify and assess ergonomic hazards in the workplace using a combination of methods, including observation, interviews, and measurements. The company will prioritize hazards based on their severity, frequency, and likelihood of occurrence.
- Implementation of Control Measures** - Makoya Amanzi will implement control measures to eliminate or reduce ergonomic hazards in the workplace. Control measures may include the use of ergonomic equipment, job rotation, work design, and administrative controls. The company will involve employees in the selection and implementation of control measures and will ensure that the measures are effective and sustainable.
- Information and Training** - Makoya Amanzi will provide information and training to employees on ergonomics and safe work practices. The training will include information on the causes and effects of musculoskeletal disorders, ergonomics principles, and safe work practices. The company will provide training to all new employees and will provide refresher training on a regular basis.
- Monitoring and Review** - Makoya Amanzi will monitor and review the effectiveness of ergonomic controls and make necessary improvements. The company will conduct regular ergonomic assessments to identify new hazards and evaluate the effectiveness of existing control measures. The company will also solicit feedback from employees on ergonomic issues and suggestions for improvements.

**Compliance with the Ergonomics Regulations, 2018**

Makoya Amanzi will comply with the Ergonomics Regulations, 2018, and any other applicable laws and regulations related to ergonomics. The company will ensure that its policies and procedures are aligned with the requirements of the regulations and will monitor and report on compliance as necessary.

**Conclusion**

Makoya Amanzi is committed to providing a safe and healthy workplace for its employees. This Ergonomics Policy and Procedure outlines the measures that the company will take to manage ergonomics in the workplace, prevent

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Injuries, and promote the health and wellbeing of employees. It is the responsibility of all employees and contractors to comply with this policy and to report any ergonomic hazards or concerns promptly.

**Review**

Policies will be reviewed regularly in the light of legislation, industry standard and company changes.

  
CEO/Responsible person

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DATE

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## Ergonomics Policy and Procedure

The purpose of this policy is to establish a framework for the management of ergonomics in the workplace, with the aim of preventing injuries and promoting the health and wellbeing of Makoya Amanzi employees.

### Scope

This policy applies to all Makoya Amanzi employees, contractors, vendors, and other third parties who conduct business with Makoya Amanzi.

### Policy

Makoya Amanzi is committed to providing a safe and healthy workplace for its employees. In line with this commitment, the company will:

- Comply with the Ergonomics Regulations, 2018;
- Identify and assess ergonomic hazards in the workplace;
- Implement control measures to eliminate or reduce ergonomic hazards in the workplace;
- Provide information and training to employees on ergonomics and safe work practices;
- Monitor and review the effectiveness of ergonomic controls and make necessary improvements.

### Definitions For the purposes of this policy:

- Ergonomics is the scientific study of human performance and interaction with work equipment, systems, and environments. Ergonomics aims to optimize human performance, safety, and comfort while minimizing the risk of injury and illness.
- Ergonomic hazards are factors in the work environment that can lead to musculoskeletal disorders, such as repetitive motions, awkward postures, and forceful exertions.

### Procedure

1. **Identification and Assessment of Ergonomic Hazards** - Makoya Amanzi will identify and assess ergonomic hazards in the workplace using a combination of methods, including observation, interviews, and measurements. The company will prioritize hazards based on their severity, frequency, and likelihood of occurrence.
2. **Implementation of Control Measures** - Makoya Amanzi will implement control measures to eliminate or reduce ergonomic hazards in the workplace. Control measures may include the use of ergonomic equipment, job rotation, work design, and administrative controls. The company will involve employees in the selection and implementation of control measures and will ensure that the measures are effective and sustainable.
3. **Information and Training** - Makoya Amanzi will provide information and training to employees on ergonomics and safe work practices. The training will include information on the causes and effects of musculoskeletal disorders, ergonomics principles, and safe work practices. The company will provide training to all new employees and will provide refresher training on a regular basis.
4. **Monitoring and Review** - Makoya Amanzi will monitor and review the effectiveness of ergonomic controls and make necessary improvements. The company will conduct regular ergonomic assessments to identify new hazards and evaluate the effectiveness of existing control measures. The company will also solicit feedback from employees on ergonomic issues and suggestions for improvements.

### Compliance with the Ergonomics Regulations, 2018

Makoya Amanzi will comply with the Ergonomics Regulations, 2018, and any other applicable laws and regulations related to ergonomics. The company will ensure that its policies and procedures are aligned with the requirements of the regulations and will monitor and report on compliance as necessary.

### Conclusion

Makoya Amanzi is committed to providing a safe and healthy workplace for its employees. This Ergonomics Policy and Procedure outlines the measures that the company will take to manage ergonomics in the workplace, prevent

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injuries, and promote the health and wellbeing of employees. It is the responsibility of all employees and contractors to comply with this policy and to report any ergonomic hazards or concerns promptly

Review  
Policies will be reviewed regularly in the light of legislation, industry standard and company changes.

  
CEO/Responsible person

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## HCA Policy & Procedure

### 1. PURPOSE

Makoya Amanzi is committed to protecting the health and safety of all employees, contractors, subcontractors, and visitors through effective management and communication of chemical hazards. This policy complies with the Occupational Health and Safety Act (Act No. 85 of 1993) and the Regulations for Hazardous Chemical Agents, 2021, ensuring best practices in handling, storing, transporting, and disposing of hazardous chemical agents (HCAs).

### 2. SCOPE

This policy applies to all operations at Makoya Amanzi. It applies to all personnel and third parties who handle, manage, store, transport, or are exposed to HCAs.

### 3. DEFINITIONS

- **Hazardous Chemical Agent (HCA):** Any chemical substance that poses a health, safety, or environmental risk.
- **Safety Data Sheets (SDS):** Documents detailing chemical hazards, handling procedures, emergency response, and protective measures.
- **Occupational Exposure Limit (OEL):** Maximum permissible airborne concentration of a hazardous chemical.

### 4. OBJECTIVES

- Ensure effective identification, assessment, and communication of chemical hazards.
- Promote safe practices in chemical handling, storage, transport, and disposal.
- Achieve compliance with applicable legislation and industry standards.
- Minimize chemical-related incidents, illnesses, injuries, and environmental harm.

### 5. RESPONSIBILITIES

Role	Responsibilities
Management	Provide resources, oversight, ensure compliance, approve HCA use, and endorse training initiatives.
Supervisors & Site Managers	Conduct hazard identification, enforce safety protocols, monitor compliance, perform risk assessments, and implement corrective measures.
Employees & Contractors	Comply with procedures, attend required training, properly use PPE, and promptly report hazards, incidents, or exposure symptoms.
HSE Department	Oversee the HCA program, maintain registers and SDS, manage training programs, conduct audits, and monitor compliance and effectiveness.

### 6. PROCEDURAL ELEMENTS

#### 6.1 Identification and Registration

- Maintain a comprehensive HCA register at all sites.

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- Require prior approval by HSE before introducing any new HCAs onsite.

#### 6.2 Labeling and Signage

- Clearly label all HCA containers following SANS 10234 (Globally Harmonized System - GHS).
- Ensure all labels include chemical names, hazard symbols, signal words, and precautionary statements.

Hazard Category	Symbol	Examples	Symbol	Examples	Symbol	Examples
<b>Health Hazard</b>		<ul style="list-style-type: none"> <li>• Carcinogen</li> <li>• Mutagenicity</li> <li>• Reproductive Toxicity</li> <li>• Respiratory Sensitizer</li> <li>• Target Organ Toxicity</li> <li>• Aspiration Toxicity</li> </ul>		<ul style="list-style-type: none"> <li>• Flammables</li> <li>• Pyrophorics</li> <li>• Self-Heating</li> <li>• Extremely Flammable Gas</li> <li>• Self-Reactives</li> <li>• Organic Peroxides</li> </ul>		<ul style="list-style-type: none"> <li>• Irritant (skin and eye)</li> <li>• Skin Sensitizer</li> <li>• Acute Toxicity (harmful)</li> <li>• Narcotic Effects</li> <li>• Respiratory Tract Irritant</li> <li>• Hazardous to Ozone Layer (Non-Mandatory)</li> </ul>
<b>Gas Cylinder</b>		<ul style="list-style-type: none"> <li>• Gases Under Pressure</li> </ul>		<ul style="list-style-type: none"> <li>• Skin Corrosion/Burns</li> <li>• Eye Damage</li> <li>• Corrosive to Metals</li> </ul>		<ul style="list-style-type: none"> <li>• Explosives</li> <li>• Self-Reactives</li> <li>• Organic Peroxides</li> </ul>
<b>Flame Over Circle</b>		<ul style="list-style-type: none"> <li>• Oxidizers</li> </ul>		<ul style="list-style-type: none"> <li>• Aquatic Toxicity</li> </ul>		<ul style="list-style-type: none"> <li>• Acute Toxicity (fatal or toxic)</li> </ul>

#### 6.3 Safety Data Sheets (SDS)

- Maintain up-to-date SDS for each chemical onsite.
- Ensure SDS are easily accessible to all employees and contractors at all times.

#### 6.4 Training and Competency

- Provide initial and annual refresher training covering chemical hazards, safe handling practices, storage, transport procedures, spill response, PPE usage, and medical surveillance.
- Maintain documented attendance records for training.

#### 6.5 Storage

- Store HCAs securely in ventilated, clearly marked, banded, and segregated areas.
- Regularly inspect storage facilities and maintain accurate inventory records.

#### 6.6 Transportation

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- Comply fully with SANS 10228 and SANS 10229 regarding the transportation of dangerous goods if and where applicable
- Ensure vehicles are properly equipped with emergency spill kits, SDS documentation, safety signage, and driver training.

#### 6.7 Emergency Response and Spill Management

- Provide spill response equipment and clearly posted procedures at all chemical storage and handling locations.
- Regularly train employees in spill containment, cleanup methods, emergency notification, and incident reporting.

#### 6.8 Exposure Monitoring

- Conduct routine monitoring of airborne chemical concentrations to ensure adherence to OELs.
- Review monitoring results and implement corrective measures to minimize exposure.

#### 6.9 Medical Surveillance

- Conduct regular medical surveillance for employees exposed to HCAs.
- Document and monitor health conditions related to chemical exposure.

#### 6.10 Waste Management

- Properly classify, label, store, and dispose of chemical waste in accordance with National Environmental Management Waste Act regulations.
- Keep detailed records of chemical waste disposal and manifests.

### 7. RECORDKEEPING

Maintain comprehensive records for a minimum of 40 years, including:

- HCA registers
- SDS
- Risk assessments and exposure monitoring data
- Training records
- Medical surveillance reports
- Incident and accident investigations

### 8. COMPLIANCE AND ENFORCEMENT

Strict compliance with this policy is mandatory. Non-adherence will result in disciplinary actions, including potential dismissal or contract termination.

### 9. POLICY REVIEW

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This policy will be reviewed annually or more frequently if significant legislative or operational changes occur.

CEO Responsible person

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### Health, Safety and Environment Policy Statement Declaration

Makoya Amanzi specialises in the installation, maintenance, and safe operation of water and wastewater infrastructure systems.

Makoya Amanzi Recognizes its Moral, Ethical, and legal responsibility for ensuring a healthy and safe work environment for its employees, clients, sub-contractors, and any other person who may be affected by our activities.

Makoya Amanzi is fully committed to the continuous improvement of health and safety standards and procedures with the focus on mitigating risk and as far as reasonably practical.

#### Objectives of our SHE Policies

- Provide safe plant, equipment, and systems of work
- Provide written procedures and instructions to ensure safe systems of work Ensure compliance with legislative requirements and current industry standards
- Provide information, instruction, training and supervision to employees, contractors, and clients to ensure their safety
- Provide support and assistance to all employee, sub-contractors, clients on matters relating to health, environment and safety including rehabilitation
- Work towards the reduction and elimination of work-related injuries and illness.

#### Shared Responsibilities

Makoya Amanzi views occupational health, safety, and environment as an individual and a shared responsibility. Every employee, sub-contractor, client, or visitor is responsible for ensuring that work activities are performed safely, in accordance with treatment procedures, safe work method statements, manufacturer's instructions, clients' instructions, standards and legislation and policies in this regard.

#### All managers are responsible for:

- The provision and maintenance of the workplace in a safe condition
- Involvement in the development, promotion and implementation of health and safety policies and procedures
- Training employees in the safe performance of their assigned tasks
- The provision of resources to meet health and safety commitments

#### All employees and sub-contractors are to:

Follow health and safety policies, procedures and instructions  
Report all injuries and hazards to their immediate supervisor, manager SHE officer

#### Application of the Policy

Our SHE related policies apply to Makoya Amanzi, including all employees, subcontractors, clients in all its operations and functions.

#### Consultation

Makoya Amanzi is committed to consultation and cooperation between management and workers within the organization. The organization will actively involve all relevant people in any workplace change that may potentially affect the health and safety of its workforce.

#### Review

Policies will be reviewed 12 monthly in the light of legislation policy and company changes.

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### HIV/AIDS Policy Statement

Makoya Amanzi recognises that HIV/AIDS endangers our success by threatening the wellbeing of our employees, and that of our clients and service providers. In an effort to deal with the issue proactively, we are committed to assisting our employees infected with or affected by HIV/AIDS. The details of this undertaking can be found in Makoya Amanzi HIV/AIDS Workplace Policy document.

Our stance on HIV/AIDS is as follows:

- Makoya Amanzi will not carry out direct or indirect pre-employment screening for HIV/AIDS as a prerequisite for employment.
- Makoya Amanzi will endeavor to educate all employees about HIV/AIDS prevention, transmission and treatment.
- HIV infection, in itself, does not constitute lack of fitness to work, so an employee cannot and will not be dismissed simply because he/she is HIV-positive.
- All medical records will be kept confidential. It is up to the employee to release information concerning his/her HIV status if he/she chooses to.
- If an employee is unable to work because of an AIDS-related illness, reasonable alternative working arrangements will be made where possible.
- Makoya Amanzi will do best to protect any member of staff against stigmatisation and discrimination in the workplace. Any employees found doing this, will face disciplinary action.
- HIV-positive staff members will enjoy health and social protection just like any other member of staff living with a progressive or debilitating illness.
- HIV/AIDS will be treated like any other medical condition when it comes to medical aid cover or the granting of sick leave.
- Disciplinary action will be taken against any member of staff who is found to have deliberately disclosed the HIV/AIDS status of an employee to a third party.
- Makoya Amanzi encourages its members of staff and their registered dependents to find out their HIV status and make use of support services.
- Credible and cost-effective vendors for such services will be communicated to staff, who will be able to use such services discreetly. Vendors may not and will not be asked to disclose names or information of employees using their services.

Let's face this problem together.

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### Housekeeping Policy & Procedure

The purpose of this Housekeeping Policy & Procedure is to ensure a clean and safe workplace for all Makoya Amanzi employees, contractors, vendors, and other third parties who conduct business with Makoya Amanzi.

**Scope**  
This policy and procedure apply to all Makoya Amanzi workplaces, including indoor and outdoor areas, construction sites, and offices.

**Policy**  
Makoya Amanzi is committed to maintaining a clean and safe workplace that is free of clutter, debris, and obstructions. In line with this commitment, the company will:

- Store materials and equipment properly to ensure a safe working environment;
- Remove scrap, waste, and debris at appropriate intervals to maintain a clean and orderly workplace;
- Ensure that materials required for use do not obstruct means of access to and egress from workplaces and passageways;
- Remove materials that are no longer required for use at appropriate intervals;
- Make at least 2,25 square metres of effective open floor area available for every employee working in an indoor workplace, in compliance with Environmental Regulations for workplaces of 1987;
- Maintain an unimpeded workspace for every employee;
- Keep every indoor workplace clean, orderly, and free of unnecessary materials, tools, and similar things which are not necessary for the work done in such a workplace;
- Keep all floors, walkways, stairs, passages, and gangways in a good state of repair, skid-free, and free of obstructions, waste or materials, in compliance with Environmental Regulations for workplaces of 1987.

#### Procedure

- Storage of Materials and Equipment** - Makoya Amanzi will store materials and equipment properly to ensure a safe working environment. The company will provide appropriate storage facilities, such as racks, shelves, and cabinets, to store materials and equipment when they are not in use. Materials and equipment should not be stored in walkways, exits, or other areas that could impede emergency evacuation or cause safety hazards.
- Removal of Scrap, Waste, and Debris** - Makoya Amanzi will remove scrap, waste, and debris at appropriate intervals to maintain a clean and orderly workplace. The company will provide waste bins and other waste disposal facilities at convenient locations throughout the workplace. Employees should use these facilities to dispose of waste materials promptly and appropriately.
- Access and Egress** - Makoya Amanzi will ensure that materials required for use do not obstruct means of access to and egress from workplaces and passageways. Materials should be stored in designated areas and should not block exits, stairways, or walkways. The company will ensure that passageways and exits are kept clear and unobstructed.
- Removal of Unused Materials** - Makoya Amanzi will remove materials that are no longer required for use at appropriate intervals. The company will regularly inspect the workplace and remove any materials that are no longer needed.
- Open Floor Area** - Makoya Amanzi will make at least 2,25 square metres of effective open floor area available for every employee working in an indoor workplace. The company will regularly assess the workplace to ensure that there is adequate space for employees to work safely and comfortably.
- Workspace Maintenance** - Makoya Amanzi will maintain an unimpeded workspace for every employee. The company will regularly assess the workplace to ensure that there is adequate space for employees to work safely and comfortably. Makoya Amanzi will keep every indoor workplace clean, orderly, and free of unnecessary materials, tools, and similar things which are not necessary for the work done in such a workplace.
- Floor Maintenance** - Makoya Amanzi will keep all floors, walkways, stairs, passages, and gangways in a good state of repair, skid-free, and free of obstructions, waste or materials. Makoya Amanzi will conduct regular inspections of the workplace to identify and address any floor maintenance issues promptly.

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**Conclusion**  
Makoya Amanzi is committed to maintaining a clean and safe workplace for all employees, contractors, vendors, and other third parties who conduct business with Makoya Amanzi. This Housekeeping Policy & Procedure outlines the measures that the company will take to ensure a clean and orderly workplace, in compliance with the Construction Regulations of 2014 and the Environmental Regulations for workplaces of 1987. It is the responsibility of all employees and contractors to comply with this policy and procedure and to report any incidents or concerns promptly.

**Review**  
Policies will be reviewed regularly in the light of legislation, industry standard and company changes.

  
CEO/ Responsible person

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## Human Rights Policy Statement

Makoya Amanzi specialises in the installation, maintenance, and safe operation of water and wastewater infrastructure systems...

Makoya Amanzi is fully committed to conducting our business in a manner that respects the rights and dignity of all people. This commitment is based on the belief that business should be conducted honestly, fairly, and legally.

In pursuance of the above, we undertake to:

- Promote freedom of association and the abolition of forced and child labour
- Prohibit discrimination based on race, gender, pregnancy, marital status, ethnicity, age, religion, political and sexual orientation, union membership, disability, or HIV/AIDS status
- Prohibit physical abuse, sexual or other harassment and verbal abuse or other forms of intimidation and the use of child, compulsory or forced labour
- Strive to ensure a safe and healthy work environment and in the case of incidents, provide compensation that at the very least meets basic needs
- Observe legislation and respect the cultural values of societies
- Strive to promote the wellbeing, safety, and the environment of communities within or close to our areas of operation
- Ensure that employees will have reasonable freedom of movement.
- Require our suppliers to respect human rights and act in full accordance with our policies and guidelines concerning social responsibility, labour standards and human rights

### Responsibilities:

Management has the overall responsibility for the effective implementation of standards and policies. Every manager & site foreman is expected to take responsibility and be accountable for the implementation of the Makoya Amanzi's policies within his or her work area.

However, implementation will stay a shared responsibility. Every employee, contractor and visitor must ensure that work activities are undertaken in accordance with the relevant procedures, standards, and policies.

  
CEO Responsible person

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## Management of Change Policy and Procedure

### 1.0 Purpose

The purpose of this Management of Change (MOC) Policy and Procedure is to establish a systematic process for evaluating, approving, and implementing changes to Makoya Amanzi operations, equipment, processes, materials, and organizational structure. This policy aims to ensure that all changes are managed safely, efficiently, and with minimal disruptions to the business, while maintaining compliance with applicable regulations and industry best practices.

### 2.0 Scope

This policy applies to all Makoya Amanzi employees, contractors, and temporary workers who are involved in initiating, approving, or implementing changes within the organization.

### 3.0 Definitions

- 3.1 Change:** Any alteration, modification, or addition to equipment, processes, materials, or organizational structure.
- 3.2 Management of Change (MOC):** A systematic process for evaluating, approving, and implementing changes to ensure that they are managed safely and efficiently.

### 4.0 Policy

- 4.1 All changes within Makoya Amanzi must be managed through the MOC process.
- 4.2 Any change that may impact the safety, health, environment, or operational efficiency must be evaluated and approved by the appropriate authority before implementation.
- 4.3 The MOC process must be documented and maintained to ensure traceability, accountability, and continuous improvement.

### 5.0 Procedure

#### 5.1 Identification of Change

- 5.1.1 Employees must identify potential changes and notify their supervisor or manager.
- 5.1.2 The supervisor or manager will determine if the change requires an MOC process.

#### 5.2 Change Request Submission

- 5.2.1 The initiator of the change must complete a Change Request form, which includes a description of the potential change, reasons for the change, potential impacts, required resources, and a proposed implementation plan.
- 5.2.2 The Change Request form must be submitted to the MOC Coordinator for review and further processing.

#### 5.3 Change Evaluation

- 5.3.1 The MOC Coordinator will assemble a Change Review Team (CRT) consisting of relevant stakeholders, including representatives from engineering, operations, safety, quality, and other affected departments.
- 5.3.2 The CRT will review the Change Request form and conduct a risk assessment to evaluate the potential impacts of the change on safety, health, environment, and operational efficiency.
- 5.3.3 The CRT may request additional information or modifications to the proposed change before proceeding to the approval stage.

#### 5.4 Change Approval

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- 5.4.1 The CRT will provide a recommendation for approval or rejection of the change to the appropriate approving authority.
- 5.4.2 The approving authority will review the CRT's recommendation and make a final decision on the proposed change.

#### 5.5 Change Implementation

- 5.5.1 Once the change is approved, the initiator and the MOC Coordinator will develop a detailed implementation plan, including necessary training, communication, and documentation updates.
- 5.5.2 The implementation plan will be executed by the assigned team, and progress will be monitored by the MOC Coordinator.

#### 5.6 Change Verification and Closeout

- 5.6.1 Upon completion of the change, the CRT will verify that the change has been implemented as planned and that all safety, health, environment, and operational efficiency concerns have been addressed.
- 5.6.2 The MOC Coordinator will document the completion of the change and close the MOC process.

#### 6.0 Documentation and Recordkeeping

- 6.1 All MOC related documents, including Change Request forms, risk assessments, implementation plans, and verification records, must be maintained in a centralized MOC file for future reference and audits.

#### 7.0 Continuous Improvement

- 7.1 The MOC process must be periodically reviewed and updated as necessary to ensure its continued effectiveness and alignment with industry best practices and regulatory requirements.

#### 8.0 Training and Awareness

- 8.1 All employees involved in the MOC process must receive appropriate training on the MOC policy, procedure, and their specific roles and responsibilities within the process.
- 8.2 Refresher training should be provided periodically to ensure continued understanding and adherence to the MOC process.

#### 9.0 Communication

- 9.1 The MOC process and any approved changes must be communicated to all affected personnel, including employees, contractors, and temporary workers, to ensure awareness and understanding of the change and its potential impacts.
- 9.2 Communication methods may include, but are not limited to, staff meetings, email notifications, internal announcements, and bulletin board postings.

#### 10.0 Compliance and Auditing

- 10.1 Compliance with the MOC policy and procedure is mandatory for all Makoya Amanzi personnel involved in initiating, approving, or implementing changes.
- 10.2 Internal audits of the MOC process must be conducted periodically to ensure adherence to the policy and procedure, identify areas for improvement, and verify that changes are being managed effectively and safely.

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### 11.0 Management Review

- 11.1 Senior management must regularly review the effectiveness of the MOC process and ensure that it continues to support the organization's strategic objectives and complies with applicable regulatory requirements.
- 11.2 Management must demonstrate their commitment to the MOC process by providing necessary resources, supporting continuous improvement initiatives, and enforcing compliance with the policy and procedure.

### 12.0 Responsibilities

- 12.1 Initiator: Identify potential changes, submit Change Request form, and participate in the implementation and verification of the change.
- 12.2 Supervisor/Manager: Determine if the change requires an MOC process, and support the initiator in preparing and submitting the Change Request form.
- 12.3 MOC Coordinator: Oversee the entire MOC process, facilitate the formation of the CRT, and coordinate the implementation, verification, and closeout of the change.
- 12.4 Change Review Team (CRT): Evaluate and assess the proposed change, provide recommendations for approval or rejection, and verify the successful implementation of the change.
- 12.5 Approving Authority: Review the CRT's recommendation and make the final decision on the proposed change.

### 13.0 Revision History

The Management of Change Policy and Procedure shall be reviewed and revised as necessary to ensure its continued effectiveness and compliance with applicable regulations and industry best practices. All revisions must be documented, and the updated policy and procedure must be communicated to all relevant personnel.

Revision 00 - [Date of Initial Implementation]  
Revision 00 - [Date of Subsequent Revision(s) (if applicable)]

### 14.0 Change Request Form

The Change Request form is used to initiate the MOC process and provide necessary information for evaluating the proposed change. Please complete all sections of the form and submit it to the MOC Coordinator for review.

### Change Request Form

Section	Information
<b>A. Initiator</b>	<b>Name:</b> <b>Department:</b> <b>Contact Information:</b>
<b>B. Change</b>	<b>Description:</b> <b>Reasons for Change:</b> <b>Affected Areas/Departments:</b> <b>Safety:</b> <b>Health:</b> <b>Environment:</b> <b>Operational Efficiency:</b> <b>Regulatory Compliance:</b>
<b>C. Impact</b>	<b>Personnel:</b> <b>Equipment:</b> <b>Materials:</b> <b>Financial:</b>
<b>D. Resources</b>	<b>Proposed Implementation Date:</b> <b>Estimated Completion Date:</b>
<b>E. Schedule</b>	<b>Supervisor/Manager:</b> <b>Date:</b>
<b>F. Approval</b>	<b>MOC Coordinator:</b> <b>Date:</b>

**Instructions for Completing the Change Request Form:**

- A. Initiator**  
Provide your name, department, and contact information.
- B. Change**  
Provide a detailed description of the proposed change and the reasons for the change. List all affected areas and departments within the organization.
- C. Impact**  
Assess the potential impacts of the change on safety, health, environment, operational efficiency, and regulatory compliance. Provide any supporting documentation or references as needed.
- D. Resources**  
Estimate the resources required for implementing the change, including personnel, equipment, materials, and

**financial resources**

- E. Schedule**  
Provide an implementation date for the change and estimate the completion date.
- F. Approval**  
Obtain signatures from you or supervisor or manager and the MOC Coordinator, confirming their review and approval of the Change Request form.

After completing the form, submit it to the MOC Coordinator for further processing. The MOC Coordinator will assemble a Change Review Team to evaluate the proposed change and guide it through the MOC process.

**Compliance and Auditing Checklist for MOC Process**

No.	Item	Compliance	Notes/Comments
1	Change Request form completed and submitted.	Yes / No	
2	MOC process initiated for changes with potential impacts.	Yes / No	
3	Change Review Team (CRT) assembled.	Yes / No	
4	Risk assessment conducted by CRT.	Yes / No	
5	Recommendations provided by CRT.	Yes / No	
6	Final approval from approving authority.	Yes / No	
7	Detailed implementation plan developed.	Yes / No	
8	Necessary training and communication provided.	Yes / No	
9	Change implemented as planned.	Yes / No	
10	Verification of change by CRT.	Yes / No	
11	MOC process closed and documented.	Yes / No	
12	MOC-related documents maintained.	Yes / No	
13	Employees trained on MOC process.	Yes / No	
14	Management review of MOC process.	Yes / No	
15	Continuous improvement initiatives identified and accepted.	Yes / No	

**Instructions for Using the Compliance and Auditing Checklist:**

- 1.0 Review each item in the checklist and determine if it is in compliance with the MOC policy and procedure.
- 2.0 Mark "Yes" if the item is in compliance, or "No" if it is not in compliance.
- 3.0 Provide notes or comments to explain the compliance status, if necessary.
- 4.0 Use the information gathered during the audit to identify areas for improvement and develop action plans to address any non-compliance or process inefficiencies.
- 5.0 Retain the completed checklist as part of the audit records and submit it to the appropriate authority for review and follow-up actions.

  
CEO/Responsible person

09 Feb 2026  
DATE

### Medical Surveillance Policy Statement

The purpose of this Medical Surveillance Policy and Procedure is to ensure the health and safety of Makoya Amanzi employees by establishing a program to monitor and evaluate their medical fitness to perform construction work.

**Scope**  
This policy and procedure apply to all Makoya Amanzi employees who perform construction work, including those who work at a fall risk position.

**Policy**  
Makoya Amanzi is committed to providing a safe and healthy workplace for its employees. In line with this commitment, the company will:

- Ensure that all employees have a valid medical certificate of fitness specific to the construction work they will perform;
- Establish processes for evaluating the medical fitness of employees who work at a fall risk position;
- Maintain accurate records of the evaluation processes and results.

**Procedure**

1. **Medical Certificate of Fitness**  
All Makoya Amanzi employees who perform construction work must have a valid medical certificate of fitness specific to the work they will perform. The medical certificate must be issued by an occupational health practitioner in the form of Annexure 3, as required by Section 7(1)(g) of the Construction Regulations 2014. The company will maintain records of all employees' medical certificates and ensure that they are renewed as required.

2. **Evaluation of Medical Fitness for Fall Risk Positions**  
Makoya Amanzi will evaluate the medical fitness of employees who work at a fall risk position in accordance with Section 10(2)(b) of the Construction Regulations 2014. The evaluation process will include:
  - A review of the employee's medical history and any relevant medical conditions;
  - An examination of the employee's physical and mental health, including a vision and hearing test;
  - An assessment of the employee's ability to perform the job safely, including any necessary accommodations or restrictions;
  - An evaluation of the employee's ability to use fall protection equipment correctly;
  - A determination of the employee's medical fitness for the specific fall risk position;
  - And any other medical review as required by the Fall Protection Plan.

3. **Record-Keeping**  
Makoya Amanzi will maintain accurate records of all medical evaluations and fitness assessments in line with the relevant legislation requiring the medical to be performed. The records will include the following information:
  - The employee's name, job title, and job description;
  - The date of the evaluation;
  - The name, registration number and contact information of the occupational health practitioner who conducted the evaluation;
  - The results of the evaluation and any recommendations or restrictions;
  - The date of any follow-up evaluations.

**Confidentiality of Medical Records**  
Makoya Amanzi is committed to protecting the privacy and confidentiality of all employee medical records. All medical information obtained during the evaluation process will be kept confidential and will only be disclosed to individuals

who have a legitimate need to know. Makoya Amanzi will comply with all applicable laws and regulations, including the Protection of Personal Information Act, 2013, when handling and storing medical records.

All medical records will be kept secure and confidential and will be accessible only to authorized personnel. Access to medical records will be limited to those individuals who need to know the information in order to evaluate the employee's medical fitness or provide medical treatment. Makoya Amanzi will ensure that all medical records are stored in a secure location and will take appropriate measures to prevent unauthorized access or disclosure.

Employees have the right to access their medical records, as provided for in the Protection of Personal Information Act, 2013. Makoya Amanzi will provide employees with access to their medical records upon request, subject to any limitations imposed by applicable laws and regulations.

Any breach of confidentiality or unauthorized access to medical records will be reported immediately to the appropriate authorities and will be investigated in accordance with applicable laws and regulations.

**Conclusion**  
Makoya Amanzi is committed to ensuring the health and safety of its employees. This Medical Surveillance Policy and Procedure outlines the measures that the company will take to monitor and evaluate employees' medical fitness to perform construction work, including those who work at a fall risk position. It is the responsibility of all employees to comply with this policy and procedure and to report any medical conditions that may affect their ability to perform their job safely.

**Review**  
Policies will be reviewed regularly in the light of legislation, industry standard and company changes.

  
CEO/Responsible person

09 Feb 2026  
DATE

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Revision	00	
Effective Date	February 2026	
Revision Date	February 2027	
Approved by	Sec 16(1)	

## Pandemic Management Policy & Procedure

### Purpose

The purpose of this policy is to establish guidelines for managing pandemics and communicable diseases within Makoya Amanzi, ensuring the health and safety of all employees, contractors, and stakeholders.

### Scope

This policy applies to all Makoya Amanzi employees, contractors, and visitors and covers the management of pandemics and communicable diseases within the business premises and during work-related activities.

### Policy

Makoya Amanzi is committed to providing a safe and healthy working environment for all employees, contractors, and stakeholders. In line with this commitment, the company will:

- Establish a Pandemic Response Team (PRT) to coordinate and oversee pandemic management activities;
- Conduct regular risk assessments to identify potential hazards and vulnerabilities related to pandemics and communicable diseases;
- Implement appropriate control measures based on the risk assessment, which may include enhanced cleaning and sanitization, social distancing, remote work options, and mandatory PPE use;
- Provide training and education to all employees and contractors on the prevention and control of communicable diseases, proper hygiene practices, use of personal protective equipment (PPE), and recognition of symptoms;
- Address positive cases to prevent mass breakouts in the business and collaborate with public health authorities for contact tracing and notification of potential exposure to external parties.

### Procedure

#### 1. Pandemic Response Team (PRT)

A PRT will be established to coordinate and oversee pandemic management activities, consisting of representatives from Human Resources, Health and Safety, Communications, and other relevant departments.

#### 2. Risk Assessment

The PRT will conduct regular risk assessments to identify potential hazards and vulnerabilities related to pandemics and communicable diseases, which will be used to develop preventive and control measures.

#### 3. Control Measures

The PRT will implement appropriate control measures based on the risk assessment, including but not limited to enhanced cleaning and sanitization, social distancing, remote work options, and mandatory PPE use based on the extent and nature of the pandemic.

#### 4. Training and Education

All employees and contractors will receive training and education on the prevention and control of communicable diseases, proper hygiene practices, use of PPE, and recognition of symptoms.

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### 5. Addressing Positive Cases

Makoya Amanzi will establish procedures for reporting, isolation, quarantine, contact tracing, and disinfection to address positive cases and prevent mass breakouts in the business.

### 6. Alerting External Parties

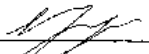
The PRT will notify external parties of potential exposure to a communicable disease in a timely and confidential manner, provide updates and guidance, and cooperate with external parties to implement additional control measures, as necessary.

### Conclusion

Makoya Amanzi is committed to protecting the health and safety of its workforce and stakeholders by managing pandemics and communicable diseases effectively. This Pandemic Management Policy & Procedure outlines the measures the company will take to prevent the spread of such diseases and maintain a safe working environment.

### Review

Policies will be reviewed regularly in the light of legislation, industry standards, and company changes.

  
CEO, Responsible person

09 Feb 2026  
DATE

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## Personal Protective Equipment Policy Statement

Makoya Amanzi is fully committed to providing a health and safe working environment for all employees, contractors and visitors. We will strive for the continuous improvement of health and safety standards and procedures with the main focus on reducing risk and as far as humanly possible, the complete elimination of work-related injury and illnesses.

### Principles:

- All employees must wear overalls.
- All employees must wear yellow reflective vests over their overalls at all times.
- All PPE must be inspected before shift and all defective PPE must be replaced.
- If any PPE gets damaged during shift, the individual must stop and report immediately and may only commence work again once PPE is replaced! There is no excuse for worn PPE!!!
- Mandatory PPE in the construction area (All employees + management):
  - Hard hat (if applicable)
  - Safety glasses
  - High visible vest
  - Steel cap safety boots
  - Overalls (excluding management),
  - Ear protection must be worn in construction areas
  - Ear protection must be worn if area of work is an ear plug mandatory zone.
  - Gumboots must have steel toe caps.
  - Gloves:
  - Maxi flex gloves only for electrical work
  - Pig skin leather gloves for material handling and any other physical work
  - Kevlar for Stanley knife cutting
- PPE specification is subjective to each Projects requirement and must be confirmed for each different site.
- Eye protection must have Z87 or EN166 safety rating printed on the frame or lens.

### Responsibilities:

Management has the overall responsibility to provide a health and safety workplace through the effective implementation of standards and policies. Every manager & site foreman is expected to take responsibility and be accountable for implementation of the PPE policy within his or her area.

However, implementation will stay a shared responsibility. Every employee, contractor and visitor must ensure that work activities are undertaken in a safe manner in accordance with occupational health and safety training, procedures, standards and policies.

  
CEO, Responsible person

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## Prevention and Elimination of Violence and Harassment in the Workplace Policy Statement

### Purpose

The purpose of this policy is to establish a framework for the prevention and elimination of violence and harassment in the workplace, including bullying, discrimination, and sexual harassment.

### Scope

This policy applies to all Makoya Amanzi employees, contractors, vendors, and other third parties who conduct business with Makoya Amanzi.

### Policy

Makoya Amanzi is committed to providing a safe and respectful workplace free from violence and harassment. In line with this commitment, the company will:

- Prohibit and prevent violence and harassment in any form in the workplace, including bullying, discrimination, and sexual harassment;
- Establish procedures for reporting and addressing incidents of violence and harassment;
- Ensure that all complaints of violence and harassment are investigated promptly and thoroughly;
- Take appropriate remedial actions based on the results of the investigation;
- Provide training and education to all employees and contractors to prevent and eliminate violence and harassment in the workplace.

### Definitions For the purposes of this policy:

- Violence is any physical or psychological harm or threat of harm to a person or property.
- Harassment is any Makoya Amanzi conduct that humiliates, intimidates, or offends a person and interferes with their work or creates an intimidating, hostile, or offensive work environment.

### Examples of harassment include, but are not limited to:

- Bullying, spreading malicious rumors, or insulting someone, particularly on gender, race, or disability grounds;
- Ridiculing or degrading someone, picking on them, or setting them up to fail;
- Exclusion or victimization;
- Unfair treatment based on race, gender, sexual orientation, pregnancy, age, disability, religion, HIV status, etc.
- Overbearing supervision or other misuses of power or position;
- UMakoya Amanzi come sexual advances;
- Making threats/comments about job security without foundation;
- Deliberately undermining a competent worker by overloading and constant criticism;
- Preventing individuals from progressing by intentionally blocking promotion or training opportunities.

### Reporting Procedure

Employees and external parties who experience or witness any form of violence or harassment in the workplace are encouraged to report it promptly. Reports can be made in person, via email, phone, or through an online reporting system. Reports can be made anonymously or confidentially, and they will be handled with the utmost discretion and confidentiality to the extent permitted by law.

### Investigation

All reports of violence and harassment will be promptly and thoroughly investigated by Makoya Amanzi's designated investigation team. The investigation will be conducted in an objective and unbiased manner, and all parties involved will be treated with respect and dignity. Makoya Amanzi will take appropriate remedial actions based on the results.

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of the investigation.

#### Training and Education

Makoya Amanzi will provide training and education to all employees and contractors to prevent and eliminate violence and harassment in the workplace. The training will include information on:

- The definition of violence and harassment;
- The forms and effects of violence and harassment;
- The rights and responsibilities of employees and employers;
- The reporting and investigation procedures;
- The consequences of violating this policy.

#### Conclusion

Makoya Amanzi is committed to providing a safe and respectful workplace free from violence and harassment. This Prevention and Elimination of Violence and Harassment in the Workplace Policy outlines the measures that the company will take to prevent and eliminate violence and harassment in the workplace, including bullying, discrimination, and sexual harassment. It is the responsibility of all employees and contractors to comply with this policy and to report any incidents or concerns promptly.

  
CEO/Responsible person

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### Smoking Policy Statement

#### 1. Scope

This policy applies to the whole organisation and to all employees and to all areas where the Company is operating.

#### 2. Purpose / Objectives to Achieve

- 2.1 To control and preferably reduce the use of tobacco products in the workplace.
- 2.2 The employer has a legal duty to take reasonable care to protect its employees. In an attempt to consider and accommodate the needs of smokers and non-smokers and to provide all our employees with a safe and healthy working environment the Employer envisages a "phased" policy that would discourage smoking. This policy is not meant to punish the smokers but to protect and improve the health of all members and staff.
- 2.3 To educate smokers about the harmful effect of smoking and give advice, guidance and support if employees decide to give up smoking.
- 2.4 To change the working environment to minimize the harmful effects of passive smoking on the non-smokers.
- 2.5 To provide employees with a healthy and efficient working environment and to avoid conflict in the workplace.

#### 3. Reference / Authority

Occupational Health and Safety Act, 85 of 1993  
Tobacco Products Control Amendment Act, 12 of 1999

#### 4. Desired Outcome

To control and preferably reduce the use of tobacco products in the workplace in compliance with the said legislation.

#### 5. Applicability / Persons Responsible for the Outcome

All employees share a responsibility in ensuring that this policy is implemented properly and adhered to in order to ensure the kind of working environment that you wish to work in.

#### 6. Specific Requirements

##### 6.1. Philosophy

There is increasing recognition of the need to restrict smoking in the workplace for medical, legal and financial reasons, including recognition of the health effects of passive smoking, of the need to manage the risk of liability from diseases caused by passive smoking, and of encouraging smoking cessation as part of health promotion in the workforce. Medical evidence clearly shows that smoking is harmful to the health of smokers. Medical research has also established that second-hand smoke is a significant health hazard to non-smokers, which, if not controlled, has short-term effects such as irritation to the eyes, throat and respiratory tract, as well as long-term effects including impaired lung function and lung cancer. The objective of this smoking policy is to protect non-smokers from exposure to second-hand smoke, thereby enhancing the air quality of the work environment for employees of NEW It is also anticipated that the eventual ban on

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smoking in the workplace will yield supplementary benefits, such as providing leadership on this issue for other employees, and reducing the level of sick leave benefits required by employees.

#### 6.2. Policy content

6.2.1 Education and information programmes shall be provided to all staff with information on the effects of smoking on health;

6.2.2 Changes will be implemented to the work environment;

6.2.3 In all workplaces, particular areas shall be designated as non-smoking areas. These are as follows:

- Any area in which a fire or safety hazard exists, including employers owned vehicles and aircraft's;
- training, conference and staff rooms;
- rooms where meetings are in progress;
- common areas, including elevators, staircases, lobbies waiting rooms, copier rooms, mailrooms, libraries, store-rooms, reception areas, customer service areas and rest rooms;
- areas where equipment can be damaged e.g. computer and production areas; or recreation areas;
- no smoking to be allowed in offices where facilities are shared, including open plan/communal offices (unless all the employees employed there are smokers);
- any area not specifically designated "smoking permitted";
- private offices may be designated "smoking permitted" or "non-smoking" by the occupant. The occupant should, however, refrain from smoking in his or her office when a non-smoking employee or visitor is present.

6.2.4 Smoking will not be prohibited in workplaces, but smoking rooms/areas will be provided to accommodate smokers.

6.2.5 Smokers should manage their smoking breaks in a responsible manner to respect departmental needs and management discretion. Prolonged or frequent absences could be dealt with as a matter of performance and conduct;

6.2.6 Signs shall indicate clearly the presence of a smoke free area.

6.2.7 The sale of tobacco products shall be stopped on the premises (cigarette vending machines shall not be installed and waisting machines shall be removed).

6.2.8 There are a variety of ways of trying to give up smoking. The employer will give assistance to those who want to give up smoking to establish an environment which is supportive.

#### 6.3 Disciplinary procedures

6.3.1 After the completion of the implementation period, non-compliance with the provisions of this policy shall result in disciplinary action being taken against any employee.

6.3.2 When recruiting staff, the policy shall be stated.

6.4 The efficiency of the policy be reviewed and modifications will be made if necessary, particularly to comply with any legislative enactments or amendments. The eventual objective is to ban all smoking at the workplace.

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The Company reserves the right to amend or withdraw this policy in accordance with the provisions of The Tobacco Products Control Act, 1993, and the Tobacco Products Control Amendment Act, 1998.

#### 6.5 Exemptions

6.5.1 Departmental health and safety committees may recommend to management exemptions to this policy. Exemptions will only be permitted after a careful review is carried out to justify the need for each exemption. Exemptions should be based on unique circumstances which make enforcement of the policy impractical or unreasonable.

6.5.2 Where an exemption is granted, smoking should be restricted to designated areas. These areas should be arranged to minimize the effect of secondhand smoke in adjacent non-smoking areas.

6.5.3 Exemptions will be reviewed annually by departmental health and safety committees, which will make appropriate recommendations on whether the exempted area can be phased out or is still required.

6.5.4 Deputy heads will be required to authorize each exemption to the policy and to annually review each exemption.

#### 6.6 Administration

The Department of Human Resources will be responsible for facilitating the implementation of this policy and for monitoring adherence. Departmental health and safety committees will be responsible for review of concerns, complaints, or questions about the application of this policy as referred to them by management or staff. Committees will review such referrals and make recommendations to the department to resolve any problems arising from this policy.

#### 6.7 Smoking Cessation Programs

Departments may make arrangements to provide smoking cessation programs for their employees who wish to stop smoking.

Information regarding smoking cessation programs is available from organizations such as the:

- National Council Against Smoking
- Cancer Association of South Africa
- Heart Foundation
- National Cancer Registry
- Medical Research Council
- Human Sciences Research Council
- UCT School of Economics—Economics of Tobacco Control Project
- NPPHCN
- Tobacco Action
- South African Medical Association
- DENOSA
- Tobacco Institute
- Vending Machine Association
- FEDHASA-Federated Hospitality Association of South Africa

#### 6.8 Definitions

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'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—

- any indoor or enclosed area in which employees perform the duties of their employment; and
- includes any corridor, lobby, stairwell, elevator, cafeteria, washroom or other common area frequented by such employees during the course of their employment"

#### 7. Monitoring / Inspections and Audits

Managers shall ensure compliance with the requirements of this policy.

  
CEO/Responsible person

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## Stacking and Storage Policy and Procedure

#### Purpose:

The purpose of this policy is to ensure the safe and efficient stacking and storage of materials and equipment at Makoya Amanzi to prevent accidents, injuries, and damage to property.

#### Scope:

This policy applies to all Makoya Amanzi employees, contractors, and visitors involved in the handling, stacking, and storage of materials and equipment on company premises or work sites.

#### Policy:

Makoya Amanzi is committed to maintaining a safe working environment and ensuring the proper handling, stacking, and storage of materials and equipment. In line with this commitment, the company will:

- Establish clear procedures for the safe stacking and storage of materials and equipment.
- Train employees and contractors on the proper stacking and storage techniques.
- Ensure that all stacking and storage areas are properly maintained, organized, and inspected regularly.
- Comply with all applicable regulations and industry best practices related to stacking and storage.

#### Procedure:

##### Stacking Operation:

- Only a person with specific knowledge and experience of this type of work should execute the stacking operation or supervise the operation.
- The base should be level and capable of sustaining the weight exerted on it by the stack.
- The articles in the lower tiers should be capable of sustaining the weight exerted on them by the articles stacked above them.
- All the articles which make up any single tier should be consistently of the same size, shape, and mass.
- Pallets and containers should be in good condition.
- Any support structure used for the stacking of articles should be structurally sound and can support the articles to be stacked on it.
- A competent person must be appointed in writing with the duty of supervising all stacking and storage.

##### Storage Areas:

- These areas must be demarcated and kept neat and under control.
- Suitable housekeeping must continuously be implemented on-site to control the correct storage of materials and equipment.
- Loose materials required for use should not obstruct means of access to and egress from workplaces and passageways.
- Ensure that all materials which are in danger of collapsing are dismantled and removed safely.
- Ensure that a formal monthly inspection is carried out on all stacking and storage areas, and the findings are recorded in a register.

##### Stacking Safety:

- Articles should be removed from a stack only from the topmost tier or part of that tier.
- Workers should not climb onto or from a stack unless the stack is stable and the climbing is done with the aid of a ladder or other safe facility or means.

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Environmental Solution

- Workers must wear appropriate PPE, including gloves and safety boots when stacking or moving materials.

#### Safety Measures:

- Workers engaged in stacking operations should not come within reach of machinery that may endanger their safety.
- The stability of stacks should not be endangered by vehicles or other machinery or persons moving past them.
- Materials handled by machinery must be done so safely and without danger to workers. Operators must be trained and competent to use the machinery.

#### Tier Stacking:

- Tiers of stacked material consisting of sacks, cases, cartons, tins, or similar containers should be secured by laying up articles in a header and stretcher fashion, and corners should be securely bonded.
- Tiers should be stepped back half the depth of a single container at least every fifth tier; alternatively, successive tiers should be stepped back by a lesser amount.
- Containers of a regular shape, nature, and size that are stable can be stacked with the sides of the stack vertical if the total height of the stack does not exceed three times the smaller dimension of the underlying base of the stack.
- Ensure that no material is stacked too high on top of each other, and the safe ratio of 1:3 is not exceeded on large bulkier material.

#### Machinery Stacking:

- Free-standing stacks that are built with the aid of machinery may be built to a height and in a manner permitted by the nature of the containers being stacked, with the approval of an inspector.
- Stacks should be stable and not overhang, and the operator of the stacking machinery should be rendered safe from falling articles.

#### Ergonomics:

- Ergonomics plays a significant role in the safe stacking and storage of materials. It is essential to provide adequate storage areas, keep the storage areas neat and under control, and implement suitable housekeeping practices.
- Workers should be mindful of their posture, the weight and shape of the items they are stacking, and use proper lifting techniques.
- Wearing the appropriate PPE is also essential to minimize the risk of back strain or injury.

#### Responsibilities:

##### Management:

- Ensure that this policy is communicated to all employees and contractors.
- Provide necessary resources, training, and support to ensure compliance with this policy.
- Monitor the implementation of this policy and address any non-compliance.

##### Supervisors:

- Ensure that all employees and contractors under their supervision are aware of and adhere to this policy.
- Conduct regular inspections of stacking and storage areas to ensure compliance with this policy and safe work procedures.
- Address any non-compliance with this policy and take corrective action as needed.
- Report any incidents or near misses related to stacking and storage to management.

##### Employees and Contractors:

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- Follow this policy and all related procedures when stacking and storing materials and equipment.
- Attend training sessions and adhere to the safe work procedures outlined.
- Use appropriate PPE as required.
- Report any unsafe stacking or storage practices, incidents, or near misses to their supervisor.

#### Health and Safety Officer:

- Ensure that this policy and all related procedures are up-to-date and in line with applicable regulations and industry best practices.
- Conduct periodic audits of stacking and storage areas to ensure compliance with this policy and safe work procedures.
- Provide training and support to employees and contractors on stacking and storage safety.
- Investigate any incidents or near misses related to stacking and storage and recommend corrective actions to prevent recurrence.

#### Review and Updates:

This policy and related procedures will be reviewed and updated as needed or at least every two years to ensure continued compliance with regulations, industry best practices, and to address any changes in the company's operations. Any updates to the policy will be communicated to all employees and contractors, and the updated policy will be made available to all employees and contractors.

#### Enforcement:

Failure to comply with this Stacking and Storage Policy and Procedure may result in disciplinary action, up to and including termination of employment or contract. In addition, non-compliance may lead to fines or penalties from regulatory authorities.

  
CEO/Responsible person

09 Feb 2026  
DATE

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### Substance Abuse Policy Statement

#### Purpose

- To support our responsibility for and commitment toward our employees to ensure a health and safe workplace.
- To ensure that all employees, have a work environment which is free of alcohol and drug use/abuse?
- To outline the company's expectations and requirements for creating and maintaining an alcohol and drug free work environment, and for dealing with substance abuse in the workplace.
- To provide an opportunity to employees with a substance use problem to get well rather than provide grounds for the employer to terminate such a team member's employment.

#### Scope

This policy applies, at the workplace, to all employees of Makoya Amanzi, here in referred to as the "Company") and also includes visitors and subcontractors inside and outside of normal scheduled working hours.

- All individuals working at the company are expected to report fit for duty for scheduled work and be able to perform assigned duties safely and acceptably without any limitations due to the use or after-effects of alcohol, illicit drugs, non-prescription drugs, or prescribed medications or any other substance.
- Off the job and on the job involvements with alcohol or drugs can have adverse effects upon the workplace, the integrity of our work product, the safety of other team members, the wellbeing of our team member's families, and the ability to accomplish the goal of an alcohol and drug free work environment. As such, the Company wants to impress upon all team members that it has zero tolerance for team members 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.
- The Company strictly prohibits the use of, unlawful manufacture of, sale, purchase, offer to purchase or sell, transfer, distribution, consumption, or possession of drugs or alcohol on company property. To this end, the Company 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 searched will be subjects to disciplinary action, up to and including termination of employment.

#### Assistance & Rehabilitation

The Company recognizes the fact that a certain percentage of any population may develop the disease of chemical dependence. This disease is characterized most notably by denial of the disease by those who suffer from it.

The Company also recognizes that dependency on alcohol and/or drugs can be successfully treated and encourages team members with drug or alcohol dependencies to assume ownership of gaining control over their dependency.

Team members are expected to recognize that problems related to alcohol and drug use or dependency are not an excuse for poor of unsafe performance. Team members are expected to recognize that problems related to alcohol and drug use or dependency are not an excuse for poor or unsafe performance. Team members who suspect they have a substance dependency or emerging alcohol, or drug problem are expected to seek advice and to follow appropriate treatment promptly.

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Full participation in appropriate treatment programs is expected and the team member will be accommodated by being provided with modified duties if required, assigned to alternate duties where possible, or placed on the appropriate leave. Participation in appropriate treatment programs does not remove the requirement to regain satisfactory performance. Team members who voluntarily request assistance in dealing with such issues will be treated with respect and, to the highest extent possible, such information will be treated in confidence.

#### Roles & Responsibilities

It is the responsibility of all supervisors to identify a situation in which they have concerns about an individual's immediate ability to perform their job and take appropriate steps. Where necessary, they will remove any team member who is suspected of violating the provisions of this policy from Company premises, pending investigation and a decision on appropriate consequences including potential disciplinary action.

The following requirements are meant to provide you with guidance on how to administer this policy; however, not every situation can be predicted.

- If a team member, visitor or contractor arrives at the workplace, (on company property) and you have reasonable cause to suspect that the team member, visitor or contractor is under the influence of alcohol or drugs, the supervisor shall immediately remove him/her from the work environment. In the event you have any doubt as to whether the team member is or is not impaired you should err on the side of caution and remove him/her from the work environment.
- Unexpected circumstances can arise when an off-duty team member is requested to work. It is the team member's responsibility to refuse the request and ask that the request be directed to another person if the team member is unfit due to the influence of alcohol or other drugs.
- Team members who are prescribed medication are expected to consult with their personal physician or pharmacist to determine if medication use will have any potential negative effect on job performance. They are required to report to their team leader if there is any potential risk, limitation or restriction for whatever reason that may require modification of duties or temporary reassignment and provide appropriate medical verification on restrictions in performance of duties.
- If a team member or contractor believes an individual holding a more senior position is in violation of this policy, they are encouraged to get a second opinion where possible. They are also expected to notify their leader or production manager.
- In support of those who may have developed or are developing the disease of chemical dependence, all employees and contractors are required to document and report any violations of this policy.

#### Policy Violations and Procedures

Where the situation dictates that a witness is required to corroborate a reasonable suspicion that a team member, visitor or contractor is under the influence, supervisors must seek corroboration from two of the following individuals in the sequence set out below:

- Director
- Manager
- Supervisor
- Team Leader
- Health & Safety coordinator

Reference	SHE-POLICIES
Revision	00
Effective Date	February 2026
Revision Date	February 2027
Approved by	Sec 16(1)



#### Disciplinary Procedure

- Warning with 1-week suspension
- Warning with 2 weeks suspension
- Termination

CEO Responsible person

09 Feb 2026  
DATE

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### Workplace Cannabis Use Policy

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