

**SAPO 006 -REGULAR EMPLOYMENT POLICY**

- In our company, to every extent possible, work performed is on the basis of a recognized employment relationship established through national law and practice.
- Obligations to employees under labour or social security laws and regulations arising from the regular employment relationship will not be avoided through the use of labour-only contracting, sub- contracting, or home-working arrangements, or through apprenticeship schemes where there is no real intent to impart skills or provide regular employment, nor shall any such obligations be avoided through the excessive use of fixed-term contracts of employment.
- It is committed to provide all regular workers and if agency & contract workers engaged, with formal employment agreements that clearly state the terms and conditions of employment.
- Our company will not use consecutive short term contracts in place of permanent full time or part time employment.
- When we engage trainees, it is committed to provide trainees with the wages and benefits of permanent workers after a fixed time period or as required by law. If temporary workers engaged, they will be provided with the same wages, benefits and other terms and conditions of employment as permanent workers after a fixed time period or as required by law. If apprentices are engaged, apprenticeships will be of limited duration and only be used to provide workers with the practical skills needed for their course of study or to prepare them for regular employment.
- It is ensured that all workers are provided with an employment agreement at the time of hiring that contains the following information:
  - Nature and type of worker arrangement (such as probationary, apprentice/trainee, regular/permanent, contract worker)
  - Terms and duration of the contract under the specified employment arrangement that meet local labour law
  - Specific job functions.
  - Duration of contract.
  - Regular and overtime work hours and wages
  - Benefits
  - Pay cycle
  - Resignation and termination conditions
- In the employment agreement or contract is signed by the worker and the manager responsible for hiring workers.
- The contents of the agreement are clearly explained to the worker before he/she signs the document.

- The agreement is written in a language that workers understand.
- Workers are provided with their own copy of the agreement.
- Employment agreement for a worker hired in probationary status contains clear description of the duration of probation and the performance requirements to achieve permanent status.
- If apprentices are engaged, employment agreements for apprentices clearly state the terms and conditions of the position, the maximum length of the apprenticeship and the relationship to the worker's course of study.
- It is periodically reviewed that a random sample of personnel files for workers hired in the past month to verify that all have received written employment agreements.



Director & COO

