

Aubyte - Labour and Human Resources Policy

Effective Date: 25/06/2025

1. Introduction

Aubyte is committed to fostering a fair, safe, and positive work environment. This policy outlines our commitment to our employees and our compliance with South African labour laws, including the Basic Conditions of Employment Act (BCEA) and the Labour Relations Act (LRA).

2. Scope

This policy applies to all employees of Aubyte.

3. Equal Opportunity Employment

Aubyte is an equal opportunity employer. We do not discriminate in hiring, promotion, or any other aspect of employment based on race, gender, religion, sexual orientation, age, disability, national origin, or any other protected status. All employment decisions are based on merit, qualifications, and business needs.

4. Workplace Health and Safety

The safety of our employees is paramount.

- Aubyte will comply with all requirements of the Occupational Health and Safety Act (OHSA).
- Employees are required to follow all safety procedures, use provided personal protective equipment (PPE), and report any unsafe conditions, accidents, or injuries immediately to their manager.
- Employees performing on-site work must be aware of and respect the specific health and safety policies of the client's premises.

5. Working Hours and Leave

- Standard working hours, overtime compensation, and leave (annual, sick, family responsibility) will be administered in full compliance with the BCEA.
- Specific details regarding work schedules and leave requests will be managed by direct supervisors and the HR department.

6. Employee Conduct and Disciplinary Procedures

- All employees are expected to perform their duties diligently and conduct themselves in a professional manner that reflects positively on Aubyte and its clients.
- Aubyte follows a system of progressive discipline for misconduct or poor performance. The process may include verbal warnings, written warnings, and final warnings before dismissal, depending on the severity of the offense. Gross misconduct may result in summary dismissal.

7. Harassment-Free Workplace

Aubyte has a zero-tolerance policy for any form of harassment, including sexual harassment, bullying, or intimidation. All employees have the right to a work environment free from such behavior. Any reported incidents will be investigated promptly and confidentially.

8. Training and Development

Aubyte is committed to the professional growth of its employees. We will provide opportunities for training and certification to ensure our technical staff remain at the forefront of the IT industry.

Acknowledgement:



Signature

25/06/2025

Date

