



# Code of Employment Policy

Policy Owner: Group Manager HR: COE	Policy Number: BCGP-7-82 Revision Number: 10.0	Date: 2017-07-24
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## 1. INTRODUCTION

Our Human Resources strategy focuses on attracting, developing and retaining the best talent, as well as embedding a high-performance culture through integrated practices. These include sourcing of key skills, succession of long term talent and career growth through career related training and development, focusing on technical skills development, ensuring competitive rewards and fostering sound employee relations and cultural transformation. This enables the Group's ongoing growth and sustainability.

## 2. OBJECTIVE

The objective of this Policy is to standardise all employment practices within Business Connexion Group.

## 3. POLICY STATEMENT

Business Connexion Group believes that the primary means to achieve this objective is through the effective development and application of its human resources.

Business Connexion Group's primary business objective is to increase shareholder value by achieving sustainable growth in profit after tax.

## 4. STANDARDS

### 4.1 Employee Selection and Promotion

Appointments and promotions must be based on an individual's ability to meet the requirements of vacant positions, regardless of race, colour, creed, language, gender, age or physical appearance. Preference should be given to Business Connexion Group Employees when filling vacancies.

### 4.2 Employee Learning and Development

Business Connexion Group undertakes the training and development of Employees to improve their work performance, expertise and capability. This will position Employees for increased levels of responsibility, commensurate with increased competency.

Professional, technical and management development is provided through Business Connexion Group's own resources and through the use of accredited and/or appropriate outside resources.

A deficit of effective formal education has in the past inhibited the personal development of some of our Employees who may have the potential for advancement. While merit and competence will be the only criteria for advancement, Business Connexion Group will seek to redress historical educational disadvantages so that the ability of affected Employees to compete on equal terms is improved.

### **4.3 Communication**

Business Connexion Group acknowledges the vital part that effective communication plays in running a successful business. Communication also plays an important role in motivating Employees to identify with the values and aims of the Company. Business Connexion Group Managers are required to give special attention to this and to foster open and effective communication between all Employees.

Managers are required to support and maintain the Employment Communication Forum where Employees as individuals, teams and groups have the opportunity to make suggestions, and receive timely feedback.

### **4.4 Employee Representation**

Business Connexion Group subscribes fully to the principle and notion of freedom and association which envisages the rights of association, non-association and disassociation with any one or more trade unions, whether representative or otherwise.

For the purposes of being afforded basic organisational rights as contemplated in the Labour Relations Act, such organisational rights shall only be afforded to a union who is sufficiently representative. For the purposes of this clause “sufficiently representative” shall mean that the trade union concerned has at least 30% of the representivity of all employees of the Company, irrespective of the workplace at or the capacities in which they are engaged.

In circumstances where a trade union which has been afforded basic organisational rights by the Company ceases to be representative of the total number of employees of the Company referred to above, the Company shall be entitled to provide notice of termination of recognition and of further association and dealings with the trade union as provided for in any collective agreement concluded between the Company and any one or more of its predecessors on the one hand and the trade union concerned on the other.

### **4.5 Open-Door Policy**

Business Connexion Group supports an open-door management consultation process. This implies that Employees have access to the most senior management levels, via the appropriate Procedure and Policy, as contained in the Grievance Process, to resolve issues without prejudice.

### **4.6 Security of Employment**

Business Connexion Group is sensitive to the hardships brought about by retrenchments and will only use retrenchment as a last option when business changes require restructuring of human resources. In cases where retrenchment is unavoidable, timely notice of such an intention will be communicated to affect Employees. Every effort will be made to find alternate employment for such Employees, in consultation with them.

### **4.7 Quality of Life**

Business Connexion Group will work actively towards improving the quality of life of Employees within and, to the extent that it is practical, outside the working environment. This requires Managers to have a general awareness of Employee needs and aspirations and to have a willingness to help them achieve a satisfying life.

## 4.8 Privacy

Business Connexion Group values the privacy of its Employees and therefore no private details will be provided to Clients and/or Suppliers for the purpose of soliciting business with Employees in their private capacity, without their written consent.

## 5. APPLICABILITY

This Policy is applicable to all employees of Business Connexion Group. The consistent application of this Policy will promote fair and equitable Human Resource practices within Business Connexion Group.

### 5.1 Effective Date

The effective date of this Policy is 11 January 2016.

### 5.2 Related Legislation and Standards

This Policy is guided by the following relevant legislation, standards and Business Connexion Policies:

- (i) Basic Conditions of Employment Act (No. 75 of 1997);
- (ii) Black Economic Empowerment Act (No 53 2003);
- (iii) Corporate Governance and related legislation;
- (iv) Employment Equity Act (No. 55 of 1998);
- (v) Labour Relations Act (No. 66 Of 1995);
- (vi) Skills Development Act (No.97 of 1998);
- (vii) Skills Development Levies Act (No. 9 of 1999); and
- (viii) South African Qualifications Authority Act (No.58 of 1995)

### 5.3 Policy Authority

Any changes to this Policy must be approved by Group Executive: Human Resources - Centre of Excellence.

## 6. REVISION HISTORY

Policy Number	Policy Title	Creation Date	Revision Number	Author
BCGP-7-82	Code of Employment	30 September 2015	11	Hannelie du Toit
BCGP-7-82	Code of Employment	11 January 2016	12	Hannelie du Toit

## 6.1 Changes since last version

Applicable changes to the document since least published version			
Change requested by:	General Manager: HR COE	Date of Request:	1 June 2017
Summary of changes			
Version Number	Paragraph	Description of change	Effective Date
10	All	Align with new Company Policy Template	14 July 2017