

Occupational Health and Safety Policy

TJ Instrumentation strives to achieve excellence in the workplace Health and Safety.

Preventing harm to the public, employees, sub-contractors, customers, plant assets and the environment while executing the work we do.

This will be achieved by:

- Making Health and Safety culture an essential part of the business and a way of life.
- Encouraging others to participate and observe safe and unsafe behaviour.
- Reporting and recording all workplace injuries, incidents and near misses for investigation to ensure corrective action and future prevention.
- Continuously training and driving Health and Safety management system procedures and performance, by setting incentive targets, monitoring statistics and participation improvement progress.
- Providing an environment where all will undertake work only when it is safe to do so.
- Maintaining compliance with all applicable Health and Safety legislation, standards, codes of practice and internal requirements.
- Train and get equipped to participate in the delivery of the Health and Safety objectives.
- Implement, participate and adhere to the Drug and Alcohol policy.
- Providing access to health services, rehabilitation and work-based early return to work programs when injured.
- Systematically identifying Hazards in the workplace and implementing methods to eliminate, control and monitor them.

Quality Policy

TJ Instrumentation strives to deliver quality outcomes to the customers by exceeding their expectations.

This will be achieved by:

- Delivering and continuously monitoring and improving the quality management systems and procedures.
- Ensure awareness of quality responsibilities in delivering a quality outcome.
- Train and develop to be equipped for participation in delivering high quality outcomes.
- Maintain and monitor compliance with all applicable regulations and standards.
- Engaging with the customers to ensure their expectations are met and exceeded.
- Ensuring quality outcomes in an inherent objective of the business.
- Communicate with clients to improve, change and adapt quality ideas.

Employee Relation Policy

TJ Instrumentation strives to deliver and maintain a harmonious work environment with commitment to success of the business.

This will be achieved by:

- Providing training programs to ensure and maintain appropriate skill levels required by the clients.
- Providing assistance in required counselling or similar services.
- Developing individual employment contracts that clearly set out requirements and obligations in accordance with current best practices.
- Non tolerance towards sexual harassment and racism.
- Being an equal opportunity business.
- Developing position descriptions that clearly describe the roles and responsibilities.
- Implementing disciplinary procedures of non tolerance to misconduct.
- Ensuring work outside of normal working hours is compensated accordingly.
- Reviewing the individual performance on a regular basis and providing feedback and development plans.
- Ensuring when working outside of the normal workplace no one is “out of pocket”.
- Recognising and awarding good safe behaviour habits and actions.
- Open door communications to ensure trust and good expected behaviour as per condition of employment.

Service Delivery Policy

TJ Instrumentation endeavour to deliver and maintain exceptional service to the clients.

This will be achieved by:

- Building strong relationships with our clients based on mutual respect and trust.
- Communicate to get the clients view of the work to be done and exceed their expectation.
- Acting with integrity and applying high standards of work ethics in the way we conduct business.
- Communicate with the client for feedback to understand their business development needs and offer suggestions on improvements.
- Delivering our work in a timely manner and providing advanced notice when schedules could be delayed.
- Meet face to face in dialog with clients on any matter of dispute prior to any formal actions.
- Documenting the commercial arrangements in writing prior to work being carried out.
- Seeking ways to improve business through innovation forums and other continuous improvement initiatives.

Road Safety Policy

TJ Instrumentation enforces the road usage safety policy to minimise the hazardous activities experienced on any work day.

This will be achieved by:

- Ensuring regular vehicle inspections is carried out to maintain warrant and registration fitness.
- Ensuring drivers are appropriately licensed for the vehicle.
- Ensuring that road safety awareness and training programs are implemented.
- Enforcing non use of mobile phones while driving if no hands free kit is available.
- Ensuring that fatigue is managed by adequate breaks and driver rotation.
- Enforcing driver responsibility for road fines while in charge of a vehicle.
- Enforcing that all accidents and incidents are reported and acted on.
- Encouraging driver safety awareness and manners at all times with respect to other road users.
- Considering alternate transport when working long hours.

Drug and Alcohol Policy

TJ Instrumentation enforces to achieve a Drug and Alcohol free work environment.

Drugs or Alcohol can have adverse effects upon the workplace, the integrity of our services, the safety of personnel and the wellbeing of the families of our personnel.

We therefore want to emphasise that we have zero tolerance for all whom arrive at work under the influence of drugs or alcohol, or whose ability to work is impaired in any way by the consumption of drugs or alcohol.

We are committed to maintaining a drug-free and alcohol-free workplace through:

- Personnel may be offered the opportunity to voluntarily join a Drugs and Alcohol Rehabilitation Programme and the Company will support those Personnel who do so.
- Implementing our disciplinary procedures for breaches of this Policy.
- Testing for impairment pre-employment and post accidents/ incidents, and also testing where there is “reasonable cause”.
- Education and training of the impact and effect of drugs and alcohol on safety in the workplace and health as well as well being.
- Integrating this Policy with our Workplace Rules and ensuring they are a condition of employment.
- Promoting moderation of consumption of alcohol at Company supported events.
- Enforcing a smoke free work and vehicle environment.
- Strictly prohibiting the use, making, sale, purchase, transfer, distribution, consumption, or possession of drugs.
- Reserving the right to conduct searches for drugs or alcohol.

Smoking Policy

TJ Instrumentation recognise the hazards caused by exposure to environmental tobacco smoke. It shall be the Policy of TJ Instrumentation to provide a smoke-free environment for all. This policy covers the smoking of any tobacco product and it applies to all.

- The decision to provide or not provide designated smoking areas outside the building will be at the discretion of management.
- The designated smoking area will be located at least seven metres from buildings.
- We will ensure periodic cleanup of the designated smoking area.
- If the designated smoking area is not properly maintained (for example if cigarette butts are found on the ground) it can be eliminated at the discretion of the Branch Manager.
- There is to be absolutely no smoking in any company vehicle.
- Employees may only smoke on their allocated breaks; this applies to all who work at any of the client's premises.
- Employees will be informed of this policy through signs posted in facilities and vehicles, newsletters, inserts in pay envelopes, the policy manual, email and/ or orientation and training provided to them.
- Visitors will be informed of this policy through signs and it will be explained by their hosts.
- We will help and support all who want to quit smoking by helping them access recommended smoking cessation.
- Any violations of this policy will be handled through the standard disciplinary procedure.

Rehabilitation Policy

We are committed to assisting all who have sustained injuries or an illness to return to full and gainful employment. We are dedicated to providing an effective rehabilitation program, which is continually reviewed and updated in accordance with legislation and regulatory requirements.

This will be achieved by:

- Prevention of injuries and illnesses through a safe and healthy working environment.
- Recognise and compliment other organisational policies and procedures where relevant return to work plans will be reviewed regularly.
- Engage with medical practitioners in our operating regions so they understand our policy and approach.
- Commence the illness and injury management process as soon as possible after the occurrence of an injury or illness in a manner consistent with medical advice.
- Provide early reporting systems and early intervention procedures at the workplace that will enable employees to stay at work or return to work as soon as it is safely possible after the injury.
- Recognise that the injured or ill employee may require support, advice or representation from an employee representative.
- Facilitate our illness and injury management program so it operates effectively by consulting with injured or their representative,
- Maintain confidentiality of information during return to work and participate and co-operate in an agreed rehabilitation programme.
- Maintain confidentiality of employee's information during return to work and rehabilitation.
- Manage all claims in an equitable, timely and efficient manner.
- Provide appropriately qualified expertise for injury management activities.

Tjaart van der Walt
Owner of TJ Instrumentation Limited

Review Date: Jan 2024
Next Review Date: Jan 2025
DOC ID 40

Environmental and Sustainability Policy

TJ Instrumentation is committed to developing a sustainable business. This means developing a business that is economically viable, has minimal impact on the environment and is an active contributor to the communities and cultures we work in.

This will be achieved by:

- Promoting awareness and training, providing resources and training and promote awareness to clients, in relation to sustainable development and apply the best practice, technology and innovation,
- Ensuring compliance with relevant environmental legislation and regulations.
- Active recycling and waste minimisation in client offices, workshops and sites.
- Seeking sustainable outcomes for clients, providing advice within our fields of expertise to assist our clients achieve their sustainability objectives and outcome.
- Developing relationships with organisations and community groups committed to the pursuit of sustainable development and environmental improvement outcomes.
- Record all environmental incidents and implement corrective actions to avoid such incidents in the future.
- Respecting and supporting the cultures we work in nationally and internationally.