

Client	Headwear24 (Pty) Ltd	QIMA Service Number	R-Cloud-25139406
Vendor	Headwear24 CMT (Pty) Ltd(F0002846)	Auditee	Headwear24 CMT (Pty) Ltd(F0002846)
Auditor	Veloshni Sukhdeo	Date	06-Aug-2025
Industry	Textile, Apparel, Footwear & Accessories	Country/Region	South Africa

Overall Score

9.6

Audit Rating

Green

Approved

Overview Of Audit Findings						
Section	Section Score	Weight	Weighted Score	Critical NC	Major NC	Minor NC
1 Health & Safety, Hygiene	8.7	35%	3	0	2	2
2 Environmental Management	10	15%	1.5	0	0	0
3 Child Labour and Young Workers	10	15%	1.5	0	0	0
4 Working Hours, Wages & Benefit	10	20%	2	0	0	0
5 Labour Practices	10	15%	1.5	0	0	0
Overall Score			9.6	0	2	2



Valid until : 05-Aug-2026



Important Remarks

Positive Remarks

- Legal construction certificates (building structure)available
1. Adequate guarding or devices installed for moving/rotating parts of the machine ,pulleys and belts or any other dangerous parts of machines
- Factory inventory all solid wastes ,including kind ,sources ,and quantities.
2. Factory can prove that they have taken actions to reduce/recycle/re-use solid wastes as much as possible. Recycling company used RECLAM
 3. The factory complies with legal minimum age . Youngest worker is 14 /10/2000 (25 years)
 4. The working hours of individual workers comply with local regulations .Monday to Thursday-7:00am to 17:00pm and Friday -7:00am to 14:00pm. Factory workers 45 hours per week
- Workers sign contracts
- Workers have the right to join or for trade unions and bargain collectively ,without interference of employer
5. Non-discrimination guarantee in term of employment , promotion, compensation, welfare, dismissal and retirement, etc. within the company based on criteria of race , birth ,religion ,national or social origins, sex , family responsibilities ,marital status , handicap , sexual orientation or political opinions

Areas of Improvement

1.
 - Risk analysis conducted 11-10-2023, however the risk analysis not reviewed regularly and updated when necessary.
 - Lavatory and washroom facilities ,clean ,adequate in number and with relevant privacy.135 female-11 toilet pans and 7 wash basins.51 Males -5 toilet pans,3 urinals and 4 wash basins. There were 3 tanker covers and 1 toilet seat cover missing. Building 1-no signage on male and female toilets.
 - 1 fire alarm (siren)/ equivalent in place, but does not cover the whole site.
 - No smoke detectors/sprinklers installed in all workshops/ware houses per legal law requirements.
2. Nil
3. Nil
4. Nil
5. Nil

About Factory

Audit Parameters	
Audit Type	Initial
Announcement Type	Announced
Verification Method	Onsite Visit
Report Reviewed by:	Jamie Huang

Time Recording			
Departure time from Home / Office	6:30 AM		
Time Recording Per MD	Man Day	Arrival time at Factory	Departure time from Factory
	1	7:50 AM	2:50 PM

GPS Coordinates	
Longitude	30.6593774
Latitude	29.7949862

Pictures	
	
Picture of the Auditor	Final Product

Pictures



Factory Gate



Factory Building



Factory Building



Production Line



Sample Room

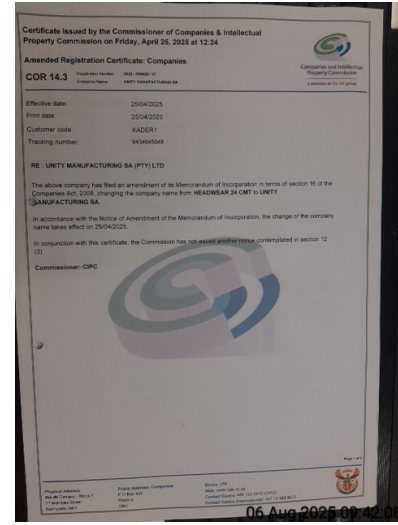


Manager

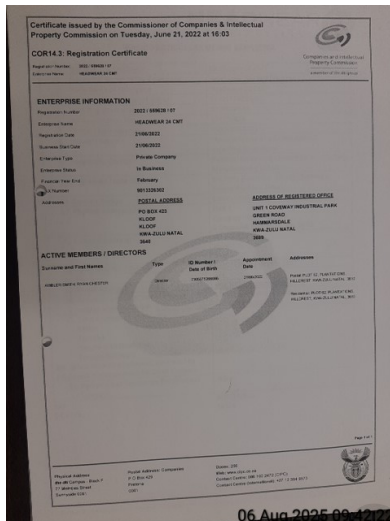
Pictures



Office



Licenses/Accreditations



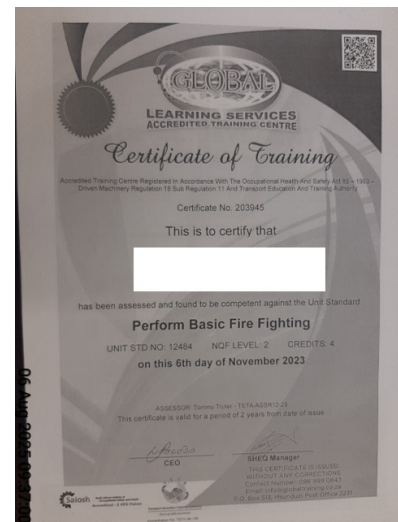
Licenses/Accreditations



Licenses/Accreditations



Certificates(fire fighter)



Certificates(fire fighter)

Pictures



Certificates(fire fighter)



Certificates(fire fighter)



Certificates(NBC)



Certificates(Letter of Good Standing)



Workers Onsite



Raw Material in the Factory

Pictures

QIMA

YOUR TRUST IS OUR BUSINESS

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FACTORY ACKNOWLEDGE

(SINGLE VERSION 10 2024 (after due analysis China, Taiwan or Hong Kong))
 QIMA has been appointed by you to perform factory audits on your behalf on or after 01/01/2023 (after version 10 of QIMA Policy).
 The audit will be carried out according to the QIMA Policy. The audit will be carried out by a QIMA Auditor.
 The auditor visiting you will be a QIMA Auditor. The audit will be carried out by a QIMA Auditor.

PLEASE READ AND ACKNOWLEDGE QIMA POLICIES

1. Terms of Audit

The audit will be carried out by a QIMA Auditor.
 The audit will be carried out by a QIMA Auditor.

2. Decision on Audit Result

QIMA will take the audit results into account when making the final decision on the audit results.
 The final decision will be made by QIMA.

For any question about this subject, please contact the QIMA Auditor at 010 4673 8334.

3. Document needed

QIMA will need the following information to be able to make the final decision on the audit results.
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QIMA
QUALITY IN THE SUPPLY CHAIN

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Confirmation of Compliance with QIMA Code of Conduct

Final Version To Sign (must date include China, Taiwan or Hong Kong)

Order No.	# CH20170206	Build Date	Aug 06 2015
Factory Name	Hoschek247767 (CN) (08/06/2015)		

I hereby confirm the following, on behalf of my company, in regard to the compliance of the code of conduct during audit:

1. The auditor was not offered any money, or bribe by factory	X ☒ Confirmed (signature)
2. The auditor was not induced to any unethical behavior	X ☒ Confirmed (signature)
3. The auditor did not ask for any money gift or sample that is not requested by the customer	X ☒ Confirmed (signature)
4. The auditor did not ask for any unreasonable favor in service	X ☒ Confirmed (signature)
5. The auditor did not request compensation or in fact favors	X ☒ Confirmed (signature)

I hereby declare that all the information given above is true and correct

On behalf of <u>Hoschek Co., Ltd.</u>	Factory Name:
Name of Factory Representative: <u>Cyprien</u>	06 071 20 15
Signature: 	Duration Time
Name of Auditor: <u>Wang</u>	Audit Date: 06 07 2015
Signature: 	

We all hereby breach the code of conduct, should conduct, in accordance, the audit and we personal authority to honor up as one as possible.

Complaint Hotline : (按电话) +86 755 8228 9334

Workshop Hotline : China +86 180-2653-7090 (China) +51 12-4672 3304

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06 Aug 2025 14:17:27

Factory Disclaimer

Code of Conduct



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QIMA Order No.	8-Cloud 2313048		Audit Date	Aug 08, 2023	
Factory Name	Hualien (CMT) (P) (CHINA) LTD.				
Factory Address	#4 Confing Industrial Park, Linyuan Road, Hualien, Taiwan				
Shipping/Meeting Participants Information					
	Participant	Dept./Title	Contact No.	Email Address	
Auditor Name	John Suterbo	Analyst	09772201	johns@qima.com	
	D. CHEN/LO	Factory 2 Manager	093-5203622		
	N. Rivera	Factory 1 Manager	093-5494936		
Supplier / Factory Representative	E. Melan	HR Mng	093-5203307		
Client Meeting Participants Information					
	Participant	Dept./Title	Contact No.	Email Address	
Auditor Name	John Suterbo	Analyst	09772201	johns@qima.com	
	D. CHEN/LO	Factory 2 Manager	093-5203622		
	N. Rivera	Factory 1 Manager	093-5494936		
Supplier / Factory Representative	E. Melan	HR Mng	093-5203307		

If an audit location has the code of conduct, please contact us immediately, we will send our internal auditor to follow up as soon as possible.

Complaint Hotline (投訴專線) +86 755 826-9334
 Workers Hotline (China) +86 203523-7090 / Email (a) 116872-3844

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06 Aug 2025 14:16

[illegible]

Attendee list

Corrective Action Plan

Description of Audited Plant

Description of Audited Plant	Headwear 24 CMT -name changed to Unity Manufactures SA (PTY) LTD is located in 1&4 COVEWAY Industrial Park, Green road, Hammers dale. The buildings is 3035m2 in size and consists of 2 buildings .Building 1 -cutting area and preparation area. Building 2-Closing ,finishing area and dispatch . The main products manufactured is Hats.
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Basic Factory Profile

Date of Formation	21-Jun-2022			
Legal status	Private LTD			
Location	1&4 COVEWAY Industrial Park, Green road, Hammers dale			
Factory Owner	Ryan Chester			
Total Manpower	186			
Number of Management Staffs	0			
Total Number of Workers	Male	Female	Total	Foreign Migrant Worker (if any)
	51	135	186	34

Basic Factory Profile

Factory Manager Name	Wilfred Ngara		
Health and Safety Manager Name	Wilfred Ngara		
Main Products	Hats		
Main Markets	South Africa		
Annual Turnover			
Payroll records of all employees	12 Month pay rolls provided		
Time cards for all employees	12 Month time records provided		
Area (m2)	3035m2		
Factory Description	Workshop/Warehouse (Example: Cutting)	Description (Example: 3 lines)	Size (Example: 2,000 m2)
	Cutting/preparing/closing /finishing/dispatch area	5 lines	3035m2

Business License

Business License Number	2022/559628
Business License Date of Issue	21-Jun-2022
Business License Expiry Date	No expiry date

Homeworkers and Subcontractors

Is there any subcontractor used by factory?	N/A
Description of Subcontractor used by factory?	No subcontractors used on site
Is there any home workers used by factory?	N/A
Description of home workers used by factory	No home workers used by factory

1. Health & Safety, Hygiene

1.1. General			
Item No	Requirement	Result	Findings/Comment
1.1.1	Is a risk analysis conducted to identify the risks associated with production and is this risk analysis reviewed regularly and updated when necessary?	Minor	Risk analysis conducted 11-10-2023, however the risk analysis not reviewed regularly and updated when necessary. According to law annual updated is required.
1.1.2	Is there a senior management representative for Health & Safety?	Pass	Wilfred Ngara is the senior management representative for Health & Safety.
1.1.3	Does the factory arrange health and safety training for new workers and for everyone who changes working roles?	Pass	The factory arrange health and Safety training for new workers and for everyone who changes working roles. There are 4 Health and Safety Reps. on site. The training is done for all workers
1.1.4	Are there any hygiene and health issues that would impact the workers? Does the factory have a working environment that is well-ventilated, comfortable temperature, decent lighting, clean, tidy and enough room for each worker?	Pass	No hygiene and health issues that would impact the workers. The factory have a working environment that is well ventilated, comfortable temperature, decent lighting, clean ,tidy and enough room for each worker
1.1.5	Are all serious work-related accidents reported and recorded and corrective actions taken to prevent recurrence of work-related accidents?	Pass	All work related accidents reported and recorded and corrective actions taken to prevent recurrence of work-related accidents. No serious accidents on site
1.1.6	Is appropriate and adequately maintained personal protective equipment (PPE) provided by the factory?	Pass	Appropriate and adequately maintained PPE provided by factory, cutter uses metal gloves
1.1.7	Have workers been trained in the use of PPE and are using provided equipment correctly?	Pass	Workers been trained in the use of PPE and are using provided equipment correctly.
1.1.8	Do workers have access to an adequate amount of fresh drinking water?	Pass	Workers have access to an adequate amount of fresh drinking water
1.1.9	Is there an adequate number of first aid kits?	Pass	Building 1 -2 first aid kits Building 2- 2 first aid kits First aid kits is adequate in number
1.1.10	Are first aid kits easily accessible and clearly marked and the content within the expiry date, applicable and replaced when used?	Pass	First aid kits easily accessible and clear marked and the content within the expiry date ,applicable and replaced when used
1.1.11	Are adequate workers trained on first aid?	Pass	4 first aiders ,trained certificates provided
1.1.12	Are lavatory and or washroom facilities, clean, well maintained, adequate in number, separated by sex, and with relevant privacy?	Minor	Lavatory and washroom facilities ,clean ,adequate in number and with relevant privacy.135 female-11 toilet pans and 7 wash basins.51 Males -5 toilet pans,3 urinals and 4 wash basins. There were 3 tanker covers and 1 toilet seat cover missing. Building 1-no signage on male and female toilets. According to clients requirements toilets must be well maintained.
1.1.13	Are occupational health checks provided to applicable workers?	N/A	No applicable for this factory.

1.2. Building Safety

Item No	Requirement	Result	Findings/Comment
1.2.1	Are legal construction certificates (building structure) available?	Pass	Legal construction certificates (building structure) available
1.2.2	Are all site buildings, including dormitories maintained in good condition without posing a threat to the health of workers?	Pass	All site buildings, maintained in good condition without posing a threat to the health of workers. No dormitories on site

1.3. Fire Safety

Item No	Requirement	Result	Findings/Comment
1.3.1	Has the factory been certified by the local fire bureau, and made efforts to comply with recommendations from audits?	Pass	The factory been certified by the local fire bureau
1.3.2	Does the factory have adequate exits for every floor and each building that meet all legal requirements?	Pass	The factory have adequate exits for every floor and each building that meet all legal requirements. 4 Fire exits in building 1 and 4 fire exits in building 2
1.3.3	Are emergency exits and evacuation routes clearly marked and along with emergency lighting?	Pass	Emergency exits and evacuation routes clearly marked and along with emergency lighting
1.3.4	Are means of evacuation set in line with legal regulations? Such as the width and design of evacuation route (including aisle, stair, passageways, etc), emergency evacuation plans, assembling point, etc.	Pass	Means of evacuation set in line with legal regulations. Emergency evacuation plans and assembling point.
1.3.5	Are all evacuation routes free from obstructed all the time? Including unlocked/unblocked emergency exits, clear aisles, passageways, stairs, etc.	Pass	All evacuation routes free from obstruction all the time. Unlocked/unblocked emergency exits
1.3.6	Are there an adequate number of fire extinguishers and or other fire extinguishing systems in each building (including the dormitories)?	Pass	Building 1-Fire hoses 4 and Fire extinguishers 21 Building 2- fire hoses 2 and fire extinguishers 17
1.3.7	Are all fire extinguishing systems (including fire hoses) inspected, maintained properly and ready to use at all times?	Pass	All fire extinguishing systems(including fire hoses) inspected, maintained properly and ready to use at all times
1.3.8	Are there fire alarms on each floor and maintained in good condition?	Major	1 fire alarm (siren)/ equivalent in place, but does not cover the whole site. Requirement by law all areas needs to be covered.
1.3.9	Are smoke detectors/sprinklers installed in all workshops/warehouses per legal requirements and maintained in good condition?	Major	No smoke detectors/sprinklers installed in all workshops/ware houses per legal law requirements
1.3.10	Are fire drills conducted regularly? Have sufficient emergency response personnel been designated and trained?	Pass	Fire drills conducted regularly -last date 30-07-2025

1.4. Machines / Installations

Item No	Requirement	Result	Findings/Comment
1.4.1	Does the factory have appropriate maintenance/inspections for boilers, elevators, pressure vessels and other equipment per local regulation?	Pass	Factory have compressors and manitenance well.

1.4.2	Are adequate guarding or devices installed for moving/rotating parts of machine, pulleys and belts or any other dangerous parts of machines?	Pass	Adequate guarding or devices installed for moving/rotating parts of the machine ,pulleys and belts or any other dangerous parts of machines
1.4.3	Are all electricians, welding operators and forklift drivers and other employees who operate special equipment trained and qualified per local regulations?	N/A	No electricians, welding operators and forklift drivers and other no employees who operate special equipment on site
1.4.4	Are all electrical panels, wires and outlets in the facility adequately protected?	Pass	All electrical panels ,wires and outlets in the facility adequately protected
1.4.5	Are there appropriate warning signs and written instructions for the operators of machinery?	Pass	There are appropriated warning signs and written instructions for the operators of machinery
1.4.6	Do operators of machinery get training about safety regulations and operating procedures?	Pass	Operators of machinery get training about safety regulations and operating procedures

1.5. Hazardous Materials

Item No	Requirement	Result	Findings/Comment
1.5.1	Are hazardous materials / chemicals properly stored, with relevant container and secondary container?	N/A	No hazardous materials /chemicals on site.
1.5.2	Does the factory have MSDS and warning / "No Smoking" signs for each chemical products?	N/A	No chemicals used on site
1.5.3	Are these materials only accessible to competent employees ?	N/A	No chemicals used on site
1.5.4	Are the designated employees properly trained for the handling of these hazardous materials?	N/A	No hazards materials used on site
1.5.5	If required, is there adequate eye wash / shower station provided where chemical being handled and used?	N/A	No chemicals used on site

1.6. Canteen & Dormitories

Item No	Requirement	Result	Findings/Comment
1.6.1	Are the factory kitchen and canteen clean and hygienic with adequate facilities and the required permits and certificates, including canteen staff health certificate?	Pass	The canteen is clean and hygienic (eating area only)
1.6.2	Are workers' dormitories separated from production's building and/or warehouse?	N/A	No dormitories on site
1.6.3	Does each worker have adequate living space? Please indicate the space per worker and number of workers per room.	N/A	No dormitories on site
1.6.4	Are the dormitories clean? Are there adequate toilets with hand basins available to workers at adequate distance at dormitory? Are there adequate bathrooms available to workers at dormitory? Are sanitary areas clean and hygienic with available washing facilities.	N/A	No dormitories on site

Special Remarks

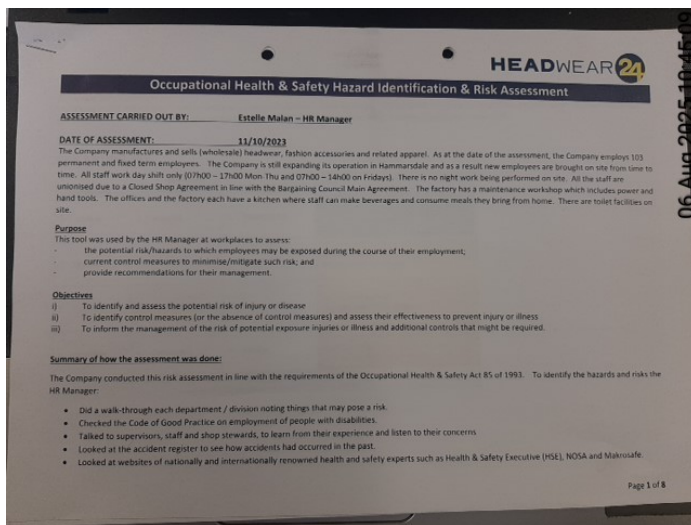
Positive Remarks	Legal construction certificates (building structure)available Adequate guarding or devices installed for moving/rotating parts of the machine ,pulleys and belts or any other dangerous parts of machines
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Special Remarks

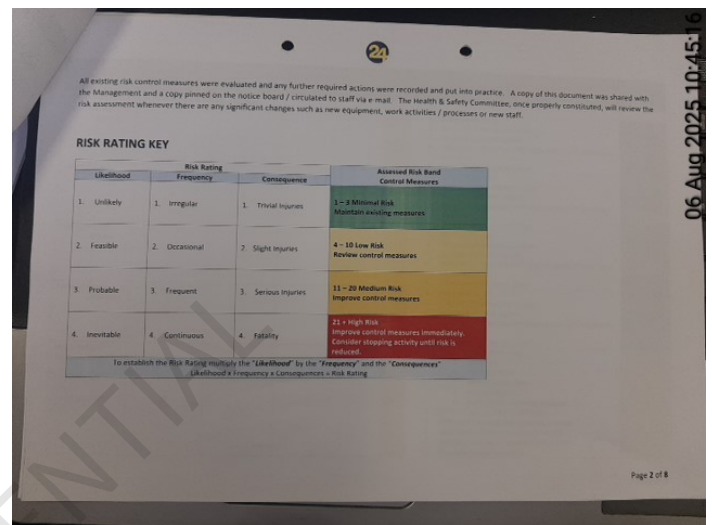
Negative Remarks

- Risk analysis conducted 11-10-2023, however the risk analysis not reviewed regularly and updated when necessary.
- Lavatory and washroom facilities ,clean ,adequate in number and with relevant privacy.135 female-11 toilet pans and 7 wash basins.51 Males -5 toilet pans,3 urinals and 4 wash basins. There were 3 tanker covers and 1 toilet seat cover missing. Building 1-no signage on male and female toilets.
- 1 fire alarm (siren)/ equivalent in place, but does not cover the whole site.
- No smoke detectors/sprinklers installed in all workshops/ware houses per legal law requirements.

Pictures



Risk assessment



Risk assessment

Hazard	Likelihood	Frequency	Consequences	Risk	Mitigation Measures	Risk score after mitigation
MAIN PERIMETER GATE AND CAR PARK / ROAD						
Light Vehicles - Moving	2	2	2	8	1. Obey traffic rules 2. Stop and allow vehicle to pass 3. Be observant and vigilant 4. Wear the appropriate PPE (high visibility) if working in this area. 5. Limit speed on site to 10kph	4
Light Vehicles - Stationary	2	2	2	8	1. Obey traffic rules 2. Stop and allow vehicle to pass 3. Be observant and vigilant 4. Wear the appropriate PPE (high visibility) if working in this area. 5. Limit speed on site to 10kph	4
Heavy Vehicles - Moving	2	2	3	12	1. Obey traffic rules 2. Stop and allow vehicle to pass 3. Be observant and vigilant 4. Wear the appropriate PPE (high visibility) if working in this area. 5. Limit speed on site to 10kph	5
Heavy Vehicles - Stationary	2	2	3	12	1. Obey traffic rules 2. Stop and allow vehicle to pass 3. Be observant and vigilant 4. Wear the appropriate PPE (high visibility) if working in this area. 5. Limit speed on site to 10kph	5
Motor vehicle Accidents (road)					1. Obey the rules of the road: a. Speed limit b. Wearing lap/s c. Wear a Safety Belt d. Use headlights e. Keep a Safe Following distance 2. Conduct vehicle check before use 3. Only use licensed and approved vehicles. 4. Only licensed drivers to operate vehicle 5. Maintain Vehicle in roadworthy condition 6. Fire Extinguisher in vehicle	4
NO COMPANY VEHICLE CURRENTLY ON SITE	2	2	4	16		

Risk assessment



Health and Safety certificate



Health and Safety certificate



Health and Safety certificate



Health and Safety certificate

An incident report form from HEADWEAR24. It contains sections for recording the incident, details of the incident, and investigation. The form is filled out with handwritten information, including the date of the incident (06 Aug 2025) and the name of the affected person (John Doe). The form is signed by the Assessor and the Training Manager.

Incident report

An incident report form from HEADWEAR24. It contains sections for recording the incident, details of the incident, and investigation. The form is filled out with handwritten information, including the date of the incident (06 Aug 2025) and the name of the affected person (John Doe). The form is signed by the Assessor and the Training Manager.

Incident report



Metal glove



drinking water



first aid kit



contents



first aid kit



contents



first aid kit



06 Aug 2025 08:55:21

contents



06 Aug 2025 08:55:31

expiry date



06 Aug 2025 08:49:28

first aid kit



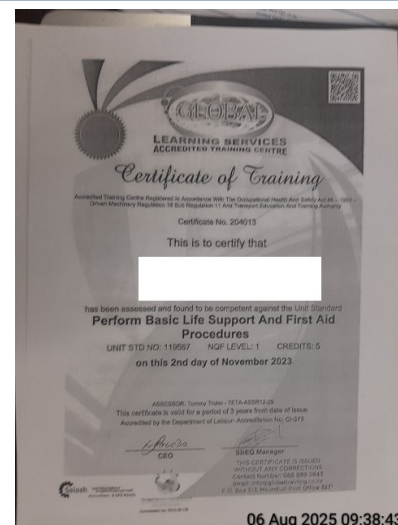
06 Aug 2025 08:50:10

contents



06 Aug 2025 08:50:26

expiry date



06 Aug 2025 09:38:43

First aider certificate



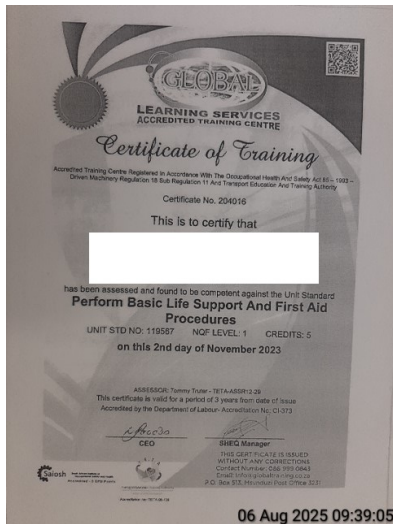
06 Aug 2025 09:38:54

First aider certificate



06 Aug 2025 09:39:00

First aider certificate



06 Aug 2025 09:39:05

First aider certificate



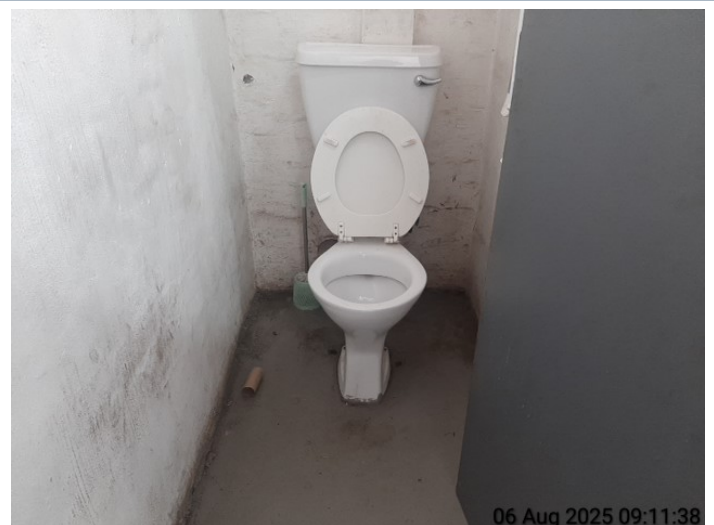
06 Aug 2025 09:11:52

Male wash basins



06 Aug 2025 09:11:48

Urinals



06 Aug 2025 09:11:38

Male toilet



Male Toilet



Male Toilet



Male toilet



male wash basin



Male wash basin



Urinal



Male toilet



Locks on doors



Male and female signage



Female wash basin



female toilet



Female toilet-missing seat cover



Female toilet -missing tank cover



Female toilet



Female toilet



Female wash basin



Female toilet-missing tank cover



Female toilet



female toilet and wash basin



Female wash basin



Female toilet-missing tank cover



Female toilet



Female toilet



Locks on doors

Escation: 8 ½ p.a. (eight per centum per annum) The escalation will be applied automatically every year:

"The Lessee" on the one part:
The LESSOR hereby lets to the **LESSEE** who hereby takes the **Leased Premises** described herein upon the terms and conditions set forth in this agreement and all Addendums attached hereto which the parties agree shall be taken to be incorporated and form part of this agreement.

SCHEDULE

A LEASED PREMISES

LESSOR: HEADWEAR 34 CRT (Pty) Ltd
P O BOX 43 KLOOF 1604 NYN

Address of building: Unit Number 4A approximately 540 sq.m.
Covey Island Park, Green Road, Hammondville

B PERIOD OF LEASE

Period: 36 MONTHS

Commencement date: 1 JUNE 2024

Termination date: 31 MAY 2027

Further optional period: The leases can be renewed for a further period of 36 MONTHS.

Notwithstanding the Lessee has taken the months without notice before the expiry of this lease.

C RENTAL

All rentals herein are quoted exclusive of VAT (Value Added Tax) which shall be charged at the relevant rate from time to time. The amount payable by the LESSEE to the LESSOR shall be as follows:

Rental Monthly	June, July & August: R 20,000.00 plus VAT For DDDDD in all at R 60,000 p.m.
Rental Monthly	From September 2024 R 32,700.00 plus VAT For DDDDD in all at R 98,100 p.m.

8 ½ p.a. escalation applies from 2025

The above amounts shall be payable monthly in advance on 1st Day of each month and every successive calendar month and free of exchange or deductions, interest, retention or set off

2



lease documents

8. SUB-LETTING

a) The LESSEE shall not be entitled to sub-let the Leased Premises or any part thereof or create or assign the Agreement or part with possession of the Leased Premises, without the consent in writing of the LESSOR. Fee being insisted, which will not be unreasonably withheld. In the event of cessation or assignment the LESSOR's consent shall, however, always be subject to the LESSOR's interpretation made as Sundry and Co-Principal Deeds for the obligations of the necessary or important term of the Agreement. The LESSOR to sub-let the Leased Premises, the LESSOR, upon receipt of written application by the LESSEE to sub-let the Leased Premises, the LESSOR shall have the right, at his sole discretion, to cancel the Agreement with the LESSEE and to enter into a Deed of Lease directly with such a Third Party in respect of the Leased Premises. In such an event, the LESSEE shall be released of all obligations in terms of this Agreement. The LESSOR, however, shall be liable for proper performance of all liabilities and obligations contained upon him in the terms of this Agreement until such date of cancellation.

9. LIMITATIONS AS TO USE OF PREMISES

a) The LESSEE shall not use the Premises for any other purposes than as set out in Item F of the Schedule and acknowledge that he has no exclusive right to any particular type of business, or portion thereof, being conducted in the building.

b) The LESSEE shall not do or permit any act, or make or bring in the conduct of its business or otherwise on the said Leased Premises which may be or become a nuisance or cause any annoyance or discomfort to the LESSOR, or any member of the public of the said building not included in this Agreement. The LESSOR shall not conduct trade outside the Leased Premises without the LESSOR's prior written consent.

10. LESSEE'S GENERAL OBLIGATIONS

a) The LESSEE shall not make any alterations or additions to the said Leased Premises without the written consent of the LESSOR for first and obtained which shall not be unreasonably withheld, and, unless otherwise agreed upon in writing, any alterations or additions made shall be the property of the LESSOR and the LESSEE shall not be entitled to compensation. Therefore, At the termination of this Agreement the LESSOR shall, at its own option, be entitled to call upon the LESSEE to restore the leased Premises to the same condition as it was before the alterations or additions in which event the LESSOR shall not be obliged to compensate the LESSEE in respect thereof.

7

026

Lease documents

UNIT 19 KINGSDOWN PARK
40 MARBLEHEAD CRESCENT
BRANDREIGH
SOUTH AFRICA
4050
TEL: +27 66 251 5386
FAX: 086 5 2721
info@totalfiremanagement.com
www.totalfiremanagement.com

JOB CARD

No: **0497**

Client: **016 33 50 25**
Contact: **Newburydale Golf and Country Club**
Contact: **THOMAS DAVENPORT**
Contact: **DAVID W. TAYLOR**
Address: **1000 Newburydale Road**
Contact: **016 33 50 25**
Contact: **016 33 50 25**

Call out:
Expatriate:
Repatriate:

Job Type

☒ ☐

Description of work carried out: **Supply and install 20kg fire extinguishers**
1000 Newburydale Road, 1000 Newburydale Road

Materials used:

Comments:

System Drained	☒ YES ☒ NO	If Yes, Time drained: Time required:	Personnel	Date
			☒ YES ☒ NO	☒ YES ☒ NO

Has the supplier advised and left fully operational?
Has the Pump house been left in a fully operational and automatic state?

☒ YES ☒ NO ☒ YES ☒ NO

Technician to confirm that the above mentioned work has been completed for the satisfaction of the Client:

Signed on behalf of Total Fire Management:

Signed on behalf of the client:

Name: **Lucky Davore**

Name: **THOMAS DAVENPORT**

Signature:

Signature:

Date: **18/03/2025**

Date: **18/03/25**

Document



fire exit



fire exit



exit sign



fire exit



exit sign



Evacuation plan



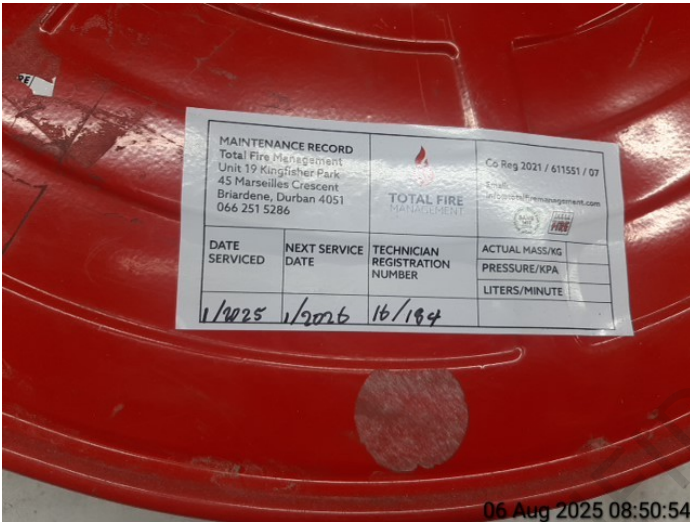
06 Aug 2025 14:20:37

assembly point



06 Aug 2025 08:53:27

fire hose/extinguisher



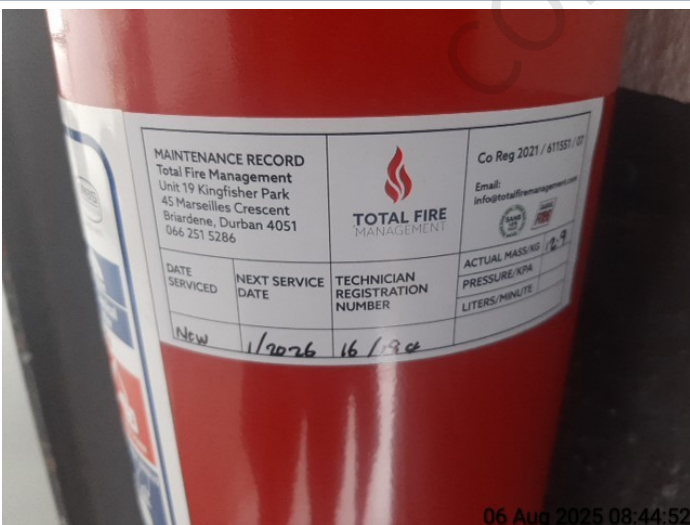
06 Aug 2025 08:50:54

service date



06 Aug 2025 08:44:41

fire extinguisher



06 Aug 2025 08:44:52

service date



06 Aug 2025 14:24:21

Siren

06 Aug 2025 11:43:55

REGISTER FOR FIRE DRILL DATED: 30.7.25 9.25am

Stage	Job Title	Employee	Full Name	Second Name	Also Known	Job Number	Present	Absent
stage3 bh supervisor	SUPER	8106	REKIOUS					
stage4 bh1 cleaner post 2	CLEAN	8180						
stage3 bh1 3 post 1 mach	SH	8185	DOO NA					
stage4 bh1 1 post 1 cleaner	CLEAN	8028						
stage3 bh2 post 2 cleaner	CLEAN	8128						
stage4 bh1 post 1 cleaner	CLEAN	8143	RINCESS					
stage4 bh1 3 post 2 cleaner	CLEAN	8202	DILLY					
stage3 bh1 2 post 1 mach	MACHIN	8003						
stage4 bh1 1 post 2 cleaner	MACHIN	8005						
stage4 bh1 1 post 2 mach	MACHIN	8006	ANDILE					
stage4 bh1 1 post 2 mach	MACHIN	8010	DUTHE					
stage4 bh1 1 post 2 mach	MACHIN	8011						
stage3 bh1 1 post 1 mach	MACHIN	8014						
stage3 bh2 post 1 mach	MACHIN	8014	WIKOSLE					
stage4 bh1 2 post 2 mach	MACHIN	8030	RETTY					
stage4 bh1 3 post 1 mach	MACHIN	8032						
stage4 bh1 3 post 2 mach	MACHIN	8041						
stage4 bh1 2 post 2 mach	MACHIN	8048	NELE					
stage4 bh1 2 post 2 mach	MACHIN	8089						
stage4 bh1 3 post 1 mach	MACHIN	8093						
stage4 bh1 3 post 1 mach	MACHIN	8108	SOXOLO					
stage4 bh1 3 post 2 mach	MACHIN	8111						
stage4 bh1 1 post 2 mach	MACHIN	8116	SLAYIS					
stage4 bh1 2 post 1 mach	MACHIN	8117	THABIS					
stage4 bh1 1 post 1 mach	MACHIN	8118	IRIAN					
stage4 bh1 2 post 1 mach	MACHIN	8119	ELIZABETH					
stage4 bh1 2 post 2 mach	MACHIN	8171	NDILE					
stage4 bh1 3 post 2 mach	MACHIN	8177						
stage4 bh1 3 post 2 mach	MACHIN	8188						
stage4 bh1 1/2 post 1 SH	SH	8099						
stage4 bh1 1/2 post 4 SH	SH	8187	MELISA					
stage4 bh1 1/2 SH	SH	1099						
stage4 bh1 post 1 mach	MACHIN	8222	HAPPYGO					
stage4 bh1 post 2 mach	MACHIN	8222						
stage4 bh1 3 post 1 mach	CLEAN	192	SINER					

396mins 9V

fire drill

06 Aug 2025 11:43:55

REGISTER FOR FIRE DRILL DATED: 30.7.25 9.25am

Stage	Job Title	Employee	Full Name	Second Name	Also Known	Job Number	Present	Absent
Admin	SUPER	1198						
Trims clerk	TO CLERK	8129						
factory cleaner	CLEAN	8213						
factory cleaner	MACHIN	8201						
maintenance cleaner	CLEAN	8218						
presspack supervisor	DESCON	8228						
Admin clerk	CLERK	8308						
presspack cleaner	CLEAN	8245RR						
presspack cleaner	PAC	8277R						
presspack cleaner	PAC	8285R						
presspack checker	PAC	8288R						
presspack final packer	PAC	8294R						
presspack final packer	PAC	8295R						
presspack final packer	PAC	8298R						
presspack presser	PAC	8300R						
presspack presser	PAC	8315						
presspack presser	PAC	8316						
presspack checker	PAC	8317						
BEANIES								
BEANIES								
BEANIES								
BAGS								
BAGS								
BAGS								
BAGS								

325mins s/v

fire drill



machine guards



machine guards



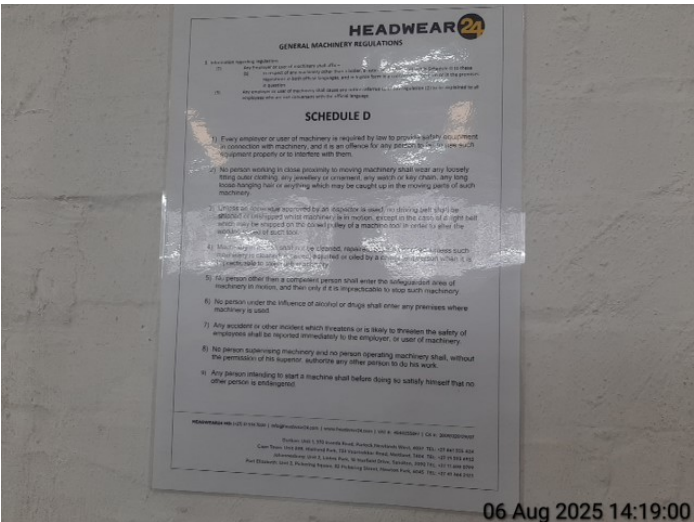
Electrical box

instructions



06 Aug 2025 14:19:42

instructions



06 Aug 2025 14:19:00

training



06 Aug 2025 09:01:29

Eating area

2. Environmental Management

2.1. Legal Authorizations

Item No	Requirement	Result	Findings/Comment
2.1.1	Does factory have a valid Environmental Impact Assessment (where applicable)?	N/A	NA-Environmental impact assessment not required for site
2.1.2	Does factory have a valid Approval Report of Environmental Impact Assessment, or relevant legal document to start operations?	N/A	NA-Environmental Impact assessment not required for site
2.1.3	Does factory maintain a valid Pollutant Discharge Permit or equivalent, where applicable?	N/A	NA-No pollutant discharge required on site

2.2. Solid and Hazardous Wastes

Item No	Requirement	Result	Findings/Comment
2.2.1	Does factory inventory all solid wastes, including kind, sources, and quantities?	Pass	Factory inventory all solid wastes ,including kind ,sources ,and quantities.
2.2.2	Does factory adequately separate recyclable from non-recyclable wastes in workshops/warehouses?	Pass	Factory adequately separate recyclable from non-recyclable waste.
2.2.3	Can factory prove that they have taken actions to reduce/recycle/re-use solid wastes as much as possible?	Pass	Factory can prove that they have taken actions to reduce/recycle/re-use solid wastes as much as possible. Recycling company used RECLAM
2.2.4	Does factory inventory all hazardous wastes, including kind, sources, and quantities?	N/A	NA-No hazardous wastes on site
2.2.5	Does factory store hazardous wastes in a relevant way, closed, with control access and ensure it cannot spill?	N/A	NA-No hazardous waste on site
2.2.6	Is factory able to prove that hazardous wastes are transferred to 3rd party with relevant certifications, and keep records of wastes transfer including quantities?	N/A	NA-No hazardous wastes on site

2.3. Waste Water, Air Emissions and Noise

Item No	Requirement	Result	Findings/Comment
2.3.1	Does factory inventory all waste water, including domestic waste water and industrial waste water, with sources and quantities?	Pass	No waste water on site
2.3.2	If applicable, is factory able to demonstrate that waste water is treated adequately before discharge, with relevant equipment and trained staff?	N/A	NA-No waste water on site
2.3.3	Is factory able to demonstrate that waste water at discharge point is meeting the local standards requirement (through lab testing reports)?	N/A	NA-No waste water on site
2.3.4	When observing waste water discharge point, does water seem to have color or odor on audit day?	N/A	NA-No waste water on site

2.3.5	Does factory inventory all air emissions, with sources and identification of treatment needed?	Pass	NA-No air emissions on site
2.3.6	Is factory able to demonstrate that air quality at factory's boundaries is meeting the local standards requirement (through lab testing reports)?	N/A	NA-Not a requirement for site
2.3.7	On audit day, is there any smell, fog, or dust observed by auditor on factory's direct environment, linked to factory's activity?	Pass	On audit day, no smell, fog, or dust observed by auditor on factory's direct environment, linked to factory's activity
2.3.8	Is factory able to demonstrate that noise level at factory's boundaries is meeting the local standards requirement (through lab testing reports)?	N/A	NA-No excessive noise levels on site

2.4. Energy and Water reduction

Item No	Requirement	Result	Findings/Comment
2.4.1	Can factory demonstrate that energy use is monitored and that actions have been taken to reduce energy use?	Pass	Factory demonstrate that energy use is monitored and that actions have been taken to reduce energy use
2.4.2	Can factory demonstrate that water use is monitored and that actions have been taken to reduce water use?	Pass	Factory can demonstrate that water use is monitored and that actions have been taken to reduce water use

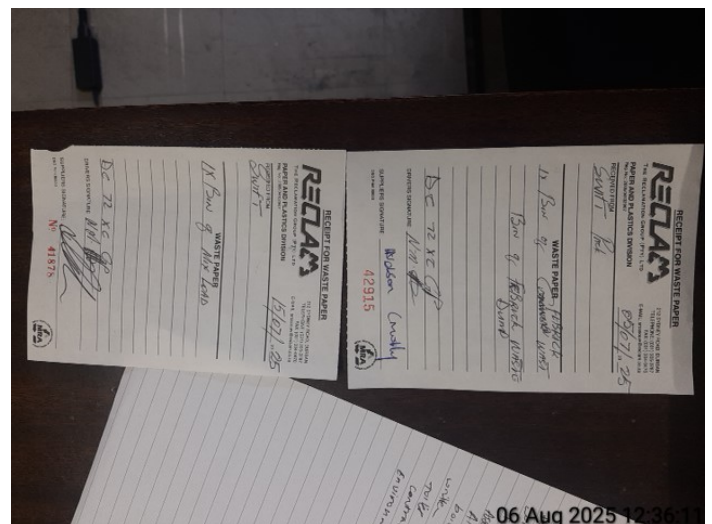
Special Remarks

Positive Remarks	Factory inventory all solid wastes, including kind, sources, and quantities. Factory can prove that they have taken actions to reduce/recycle/re-use solid wastes as much as possible. Recycling company used RECLAM
Negative Remarks	Nil

Pictures



recycle and non-recyclable wastes



recycling company

	
Generator	

CONFIDENTIAL

3. Child Labour and Young Workers

3.1. Child Labour

Item No	Requirement	Result	Findings/Comment
3.1.1	Does the factory complies with the legal minimum age? Please note the age of the youngest worker found.	Pass	The factory complies with legal minimum age . Youngest worker is 14 /10/2000 (25 years)
3.1.2	Does the factory have effective procedures such as verifying suspected young worker documents to confirm the correct age of the worker at the time of recruitment?	Pass	The factory have effective procedures such as verifying suspected young workers documents to confirm the correct age of the worker at the time of recruitment
3.1.3	Does the factory keep copies or records of ID documents of all workers or similar way to check age?	Pass	The factory keeps copies or records of ID documents of all workers or similar way to check age
3.1.4	Does the factory understand the requirements of laws and regulations on child labour? If so, is there a written child labor policy?	Pass	The factory understand the requirements of laws and regulations on child labor. Child labor policy provided

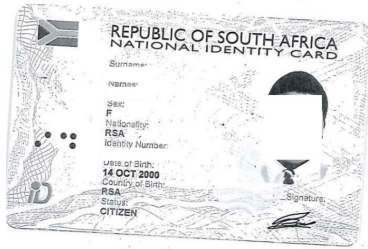
3.2. Young Workers

Item No	Requirement	Result	Findings/Comment
3.2.1	Are young workers exempted from hazardous work?	N/A	No young workers onsite.
3.2.2	Are young workers exempted from night shift?	N/A	No young workers onsite.
3.2.3	Are young workers exempted from overtime?	N/A	No young workers onsite.
3.2.4	Are young workers registered and given annual health checks?	N/A	No young workers onsite.
3.2.5	Does the factory understand the requirements of laws and regulations on young workers? If so, is there a written policy or procedure for young worker protection?	Pass	The factory understand the requirements of laws and regulations on young workers. Written policy provided

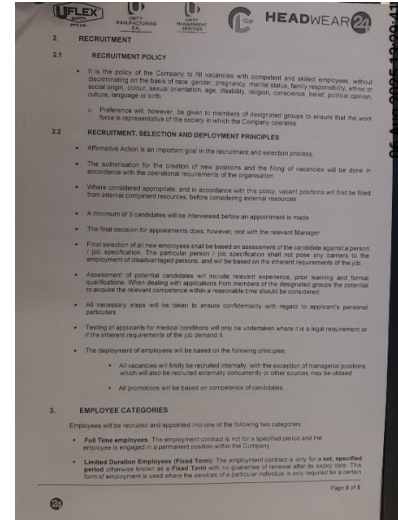
Special Remarks

Positive Remarks	The factory complies with legal minimum age . Youngest worker is 14 /10/2000 (25 years)
Negative Remarks	Nil

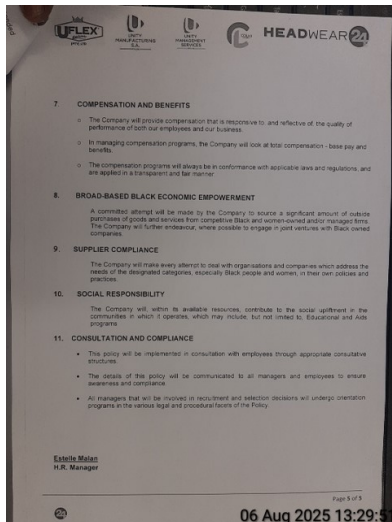
Pictures



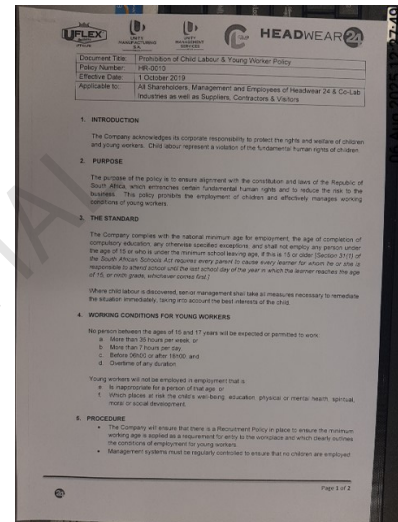
Youngest workers ID



Recruitment policy



Recruitment policy



Child labor policy

4. Working Hours, Wages & Benefit

4.1. Working Hours

Item No	Requirement	Result	Findings/Comment
4.1.1	Do the working hours of individual workers comply with local regulation? Do the working hours exceeds the international recommendation of 60 hours / week ?	Pass	The working hours of individual workers comply with local regulations. Monday to Thursday-7:00am to 17:00pm and Friday -7:00am to 14:00pm. Factory workers 45 hours per week. No weekly working hour exceeded 60.
4.1.2	Do workers have 1 day off within 7 days (or 2 days off within 14 days where applicable)?	Pass	Factory works a 5 day week
4.1.3	Does the factory record the working hours of individual workers in a reliable manner?	Pass	The factory records the working hours of individual workers in a reliable manner. Biometrics system
4.1.4	Are workers given reasonable time for lunch and rest breaks?	Pass	Workers given reasonable time for lunch and rest breaks. Breaks -10:00am to 10:25am and 13:00pm to 13:30pm
4.1.5	Are workers assigned overtime on a voluntary basis?	Pass	Workers assigned overtime on a voluntary basis
4.1.6	Are paid leaves, legal vacations and statutory holidays granted to workers and could be used without restriction?	Pass	Paid leaves, legal vacations and statutory holidays granted to workers and could be used without restriction

4.2. Wages and Benefits

Item No	Requirement	Result	Findings/Comment
4.2.1	Is there any evidence that the legal minimum wage is not paid for regular working hours ? Please specify	Pass	The legal minimum wage is paid for regular working hours. Layer/sorter/presser-hourly R30.20 and weekly R1359. Machinist/QA/Examiner-hourly R32.71 and weekly R1472. Cutter-hourly R43.12 and weekly R1832.50. Cleaner /packer-hourly R30.84 and weekly R1310.50. Supervisor-hourly R44.20 and weekly R1878.50
4.2.2	Are overtime hours paid with legal premium?	Pass	Overtime hours paid with legal premium. 1.5 (time and half) for Saturdays and Sundays (x2 double)
4.2.3	Are payroll records maintained in a reliable manner for at least 12 months?	Pass	payroll records maintained in a reliable manner for at least 12 months
4.2.4	Does the factory have written employment conditions on compensation, compensation methods and benefits that is communicated to and understood by all workers?	Pass	The factory has written employment conditions on compensation, compensation methods and benefits that is communicated to and understood by all workers
4.2.5	Is the payment paid at a reasonable and legal frequency (monthly), and in a form convenient for workers (cash, bank,...)?	Pass	The payment paid at a reasonable and legal frequency (weekly) bank transfer
4.2.6	Do workers receive a pay slip to sign that has information that will allow them to confirm their wages and see all deductions and bonuses?	Pass	Workers receive a pay slip to sign that has information that will allow them to confirm their wages and see all deductions and bonuses.
4.2.7	Are deductions fair, reasonable and legal (such as social insurance or other tax)?	Pass	Deductions fair , reasonable and legal (UIF)

4.2.8	Are all workers provided social insurance as per local legal requirements? If no, please specify what is the percentage of employees without social insurance scheme.	Pass	All workers provided social insurance as per local legal requirements .
4.2.9	Are legally required allowances, paid leaves and statutory holidays paid in accordance with local law?	Pass	Legally required allowances , paid leaves and statutory holidays paid in accordance with local law
4.2.10	If deductions as disciplinary practices are used, are they falling under regulatory rules?	N/A	No deductions as disciplinary practices are used

Special Remarks

Positive Remarks	The working hours of individual workers comply with local regulations .Monday to Thursday -7:00am to 17:00pm and Friday -7:00am to 14:00pm. Factory workers 45 hours per week
Negative Remarks	Nil

Pictures

DAILY TIMECARD REPORT									
2025-01-15 - 2025-06-17									
0015	Assess/Inspector	2025-01-16	06:54	17:00	W-Thr 0700-1700	NORMAL TASK	00:00	00:00	10:00
0015	Assess/Inspector	2025-01-17	06:54	14:00	Fr 0700-1700	NORMAL TASK	01:00	01:00	00:00
0015	Assess/Inspector	2025-01-18	06:50	00:00	Sat 0700-1800	DAY OFF	00:00	00:00	00:00
0015	Assess/Inspector	2025-01-19	06:50	00:00	Sat 0700-1800	DAY OFF	00:00	00:00	00:00
0015	Assess/Inspector	2025-01-20	06:50	00:00	Sat 0700-1800	DAY OFF	00:00	00:00	00:00
0015	Assess/Inspector	2025-01-21	06:50	17:00	W-Thr 0700-1700	NORMAL TASK	00:00	00:00	00:00
0015	Assess/Inspector	2025-01-22	06:45	17:00	W-Thr 0700-1700	NORMAL TASK	00:00	00:00	00:00
0015	Assess/Inspector	2025-01-23	06:45	17:00	W-Thr 0700-1700	NORMAL TASK	00:00	00:00	00:00
0015	Assess/Inspector	2025-01-24	06:45	14:00	Fr 0700-1800	NORMAL TASK	01:00	01:00	00:00
0015	Assess/Inspector	2025-01-25	06:50	00:00	Sat 0700-1800	DAY OFF	00:00	00:00	00:00
0015	Assess/Inspector	2025-01-26	06:50	00:00	Sat 0700-1800	DAY OFF	00:00	00:00	00:00
0015	Assess/Inspector	2025-01-27	06:50	17:00	W-Thr 0700-1700	NORMAL TASK	00:00	00:00	00:00
0015	Assess/Inspector	2025-01-28	06:50	17:00	W-Thr 0700-1700	NORMAL TASK	00:00	00:00	00:00
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0015	Assess/Inspector	2025-02-01	06:50	00:00	Sat 0700-1800	DAY OFF	00:00	00:00	00:00
0015	Assess/Inspector	2025-02-02	06:50	00:00	Sat 0700-1800	DAY OFF	00:00	00:00	00:00
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0015	Assess/Inspector	2025-02-04	06:50	17:00	W-Thr 0700-1700	NORMAL TASK	00:00	00:00	00:00
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0015	Assess/Inspector	2025-02-08	06:50	00:00	Sat 0700-1800	DAY OFF	00:00	00:00	00:00
0015	Assess/Inspector	2025-02-09	06:50	17:00	W-Thr 0700-1700	NORMAL TASK	00:00	00:00	00:00
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0015	Assess/Inspector	2025-02-22	06:50	00:00	Sat 0700-1800	DAY OFF	00:00	00:00	00:00
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0015	Assess/Inspector	2025-03-03	06:50	00:00	Sat 0700-1800	DAY OFF	00:00	00:00	00:00
0015	Assess/Inspector	2025-03-04	06:50	00:00	Sat 0700-1800	DAY OFF	00:00	00:00	00:00
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0015	Assess/Inspector	2025-03-09	06:50	00:00	Sat 0700-1800	DAY OFF	00:00	00:00	00:00
0015	Assess/Inspector	2025-03-10	06:50	17:00	W-Thr 0700-1700	NORMAL TASK	00:00	00:00	00:00
0015	Assess/Inspector	2025-03-11	06:50	17:00	W-Thr 0700-1700	NORMAL TASK	00:00	00:00	00:00
0015	Assess/Inspector	2025-03-12	06:50	00:00	Sat 0700-1800	DAY OFF	00:00	00:00	00:00
0015	Assess/Inspector	2025-03-13	06:50	00:00	Sat 0700-1800	DAY OFF	00:00	00:00	00:00
0015	Assess/Inspector	2025-03-14	06:50	00:00	Sat 0700-1800	DAY OFF	00:00	00:00	00:00
0015	Assess/Inspector	2025-03-15	06:50	17:00	W-Thr 0700-1700	NORMAL TASK	00:00	00:00	00:00
0015	Assess/Inspector	2025-03-16	06:50	17:00	W-Thr 0700-1700	NORMAL TASK	00:00	00:00	00:00
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0015	Assess/Inspector	2025-03-18	06:50	00:00	Sat 0700-1800	DAY OFF	00:00	00:00	00:00
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0015	Assess/Inspector	2025-03-21	06:50	17:00	W-Thr 0700-1700	NORMAL TASK	00:00	00:00	00:00
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0015	Assess/Inspector	2025-03-25	06:50	17:00	W-Thr 0700-1700	NORMAL TASK	00:00	00:00	00:00
0015	Assess/Inspector	2025-03-26	06:50	17:00	W-Thr 0700-1700	NORMAL TASK	00:00	00:00	00:00
0015	Assess/Inspector	2025-03-27	06:50	00:00	Sat 0700-1800	DAY OFF	00:00	00:00	00:00
0015	Assess/Inspector	2025-03-28	06:50	00:00	Sat 0700-1800	DAY OFF	00:00	00:00	00:00
0015	Assess/Inspector	2025-03-29	06:50	00:00	Sat 0700-1800	DAY OFF	00:00	00:00	00:00
0015	Assess/Inspector	2025-03-30	06:50	17:00	W-Thr 0700-1700	NORMAL TASK	00:00	00:00	00:00
0015	Assess/Inspector	2025-03-31	06:50	17:00	W-Thr 0700-1700	NORMAL TASK	00:00	00:00	00:00
0015	Assess/Inspector	2025-04-01	06:50	00:00	Sat 0700-1800	DAY OFF	00:00	00:00	00:00
0015	Assess/Inspector	2025-04-02	06:50	00:00	Sat 0700-1800	DAY OFF	00:00	00:00	00:00
0015	Assess/Inspector	2025-04-03	06:50	00:00	Sat 0700-1800	DAY OFF	00:00	00:00	00:00
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0015	Assess/Inspector	2025-04-05	06:50	17:00	W-Thr 0700-1700	NORMAL TASK	00:00	00:00	00:00
0015	Assess/Inspector	2025-04-06	06:50	00:00	Sat 0700-1800	DAY OFF	00:00	00:00	00:00
0015	Assess/Inspector	2025-04-07	06:50	00:00	Sat 0700-1800	DAY OFF	00:00	00:00	00:00
0015	Assess/Inspector	2025-04-08	06:50	00:00	Sat 0700-1800	DAY OFF	00:00	00:00	00:00
0015	Assess/Inspector	2025-04-09	06:50	17:00	W-Thr 0700-1700	NORMAL TASK	00:00	00:00	00:00
0015	Assess/Inspector	2025-04-10	06:50	17:00	W-Thr 0700-1700	NORMAL TASK	00:00	00:00	00:00
0015	Assess/Inspector	2025-04-11	06:50	00:00	Sat 0700-1800	DAY OFF	00:00	00:00	00:00
0015	Assess/Inspector	2025-04-12	06:50	00:00	Sat 0700-1800	DAY OFF	00:00	00:00	00:00
0015	Assess/Inspector	2025-04-13	06:50	00:00	Sat 0700-1800	DAY OFF	00:00	00:00	00:00
0015	Assess/Inspector	2025-04-14	06:50	17:00	W-Thr 0700-1700	NORMAL TASK	00:00	00:00	00:00
0015	Assess/Inspector	2025-04-15	06:50	17:00	W-Thr 0700-1700	NORMAL TASK	00:00	00:00	00:00
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0015	Assess/Inspector	2025-04-17	06:50	00:00	Sat 0700-1800	DAY OFF	00:00	00:00	00:00
0015	Assess/Inspector	2025-04-18	06:50	00:00	Sat 0700-1800	DAY OFF	00:00	00:00	00:00
0015	Assess/Inspector	2025-04-19	06:50	17:00	W-Thr 0700-1700	NORMAL TASK	00:00	00:00	00:00
0015	Assess/Inspector	2025-04-20	06:50	17:00	W-Thr 0700-1700	NORMAL TASK	00:00	00:00	00:00
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0015	Assess/Inspector	2025-04-22	06:50	00:00	Sat 0700-1800	DAY OFF	00:00	00:00	00:00
0015	Assess/Inspector	2025-04-23	06:50	00:00	Sat 0700-1800	DAY OFF	00:00	00:00	00:00
0015	Assess/Inspector	2025-04-24	06:50	17:00	W-Thr 0700-1700	NORMAL TASK	00:00	00:00	00:00
0015	Assess/Inspector	2025-04-25	06:50	17:00	W-Thr 0700-1700	NORMAL TASK	00:00	00:00	00:00
0015	Assess/Inspector	2025-04-26	06:50	00:00	Sat 0700-1800	DAY OFF	00:00	00:00	00:00
0015	Assess/Inspector	2025-04-27	06:50	00:00	Sat 0700-1800	DAY OFF	00:00	00:00	00:00
0015	Assess/Inspector	2025-04-28	06:50	00:00	Sat 0700-1800	DAY OFF	00:00	00:00	00:00
0015	Assess/Inspector	2025-04-29	06:50	17:00	W-Thr 0700-1700	NORMAL TASK	00:00	00:00	00:00
0015	Assess/Inspector	2025-04-30	06:50	17:00	W-Thr 0700-1700	NORMAL TASK	00:00	00:00	00:00
0015	Assess/Inspector	2025-05-01	06:50	00:00	Sat 0700-1800	DAY OFF	00:00	00:00	00:00
0015	Assess/Inspector	2025-05-02	06:50	00:00	Sat 0700-1800	DAY OFF	00:00	00:00	00:00
0015	Assess/Inspector	2025-05-03	06:50	00:00	Sat 0700-1800				

[illegible]

Pay roll records

Country		Year	Population (millions)	GDP (billion USD)	Life expectancy (years)	Infant mortality (per 1,000 live births)	Unemployment (%)	Urban population (%)	Healthcare expenditure (billion USD)	Healthcare expenditure (per capita USD)
Algeria	Algeria	2010	34.5	110.0	75.0	25.0	10.0	55.0	1.5	43.7
Algeria	Algeria	2011	34.8	115.0	75.5	24.0	10.0	55.0	1.6	46.0
Algeria	Algeria	2012	35.1	120.0	76.0	23.0	10.0	55.0	1.7	48.4
Algeria	Algeria	2013	35.4	125.0	76.5	22.0	10.0	55.0	1.8	50.8
Algeria	Algeria	2014	35.7	130.0	77.0	21.0	10.0	55.0	1.9	53.2
Algeria	Algeria	2015	36.0	135.0	77.5	20.0	10.0	55.0	2.0	55.6
Algeria	Algeria	2016	36.3	140.0	78.0	19.0	10.0	55.0	2.1	57.9
Algeria	Algeria	2017	36.6	145.0	78.5	18.0	10.0	55.0	2.2	60.3
Algeria	Algeria	2018	36.9	150.0	79.0	17.0	10.0	55.0	2.3	62.6
Algeria	Algeria	2019	37.2	155.0	79.5	16.0	10.0	55.0	2.4	65.0
Algeria	Algeria	2020	37.5	160.0	80.0	15.0	10.0	55.0	2.5	67.4
Algeria	Algeria	2021	37.8	165.0	80.5	14.0	10.0	55.0	2.6	69.8
Algeria	Algeria	2022	38.1	170.0	81.0	13.0	10.0	55.0	2.7	72.2
Algeria	Algeria	2023	38.4	175.0	81.5	12.0	10.0	55.0	2.8	74.6
Algeria	Algeria	2024	38.7	180.0	82.0	11.0	10.0	55.0	2.9	77.0
Algeria	Algeria	2025	39.0	185.0	82.5	10.0	10.0	55.0	3.0	79.4
Algeria	Algeria	2026	39.3	190.0	83.0	9.0	10.0	55.0	3.1	81.8
Algeria	Algeria	2027	39.6	195.0	83.5	8.0	10.0	55.0	3.2	84.2
Algeria	Algeria	2028	39.9	200.0	84.0	7.0	10.0	55.0	3.3	86.6
Algeria	Algeria	2029	40.2	205.0	84.5	6.0	10.0	55.0	3.4	89.0
Algeria	Algeria	2030	40.5	210.0	85.0	5.0	10.0	55.0	3.5	91.4
Algeria	Algeria	2031	40.8	215.0	85.5	4.0	10.0	55.0	3.6	93.8
Algeria	Algeria	2032	41.1	220.0	86.0	3.0	10.0	55.0	3.7	96.2
Algeria	Algeria	2033	41.4	225.0	86.5	2.0	10.0	55.0	3.8	98.6
Algeria	Algeria	2034	41.7	230.0	87.0	1.0	10.0	55.0	3.9	101.0
Algeria	Algeria	2035	42.0	235.0	87.5	0.0	10.0	55.0	4.0	103.4
Algeria	Algeria	2036	42.3	240.0	88.0	0.0	10.0	55.0	4.1	105.8
Algeria	Algeria	2037	42.6	245.0	88.5	0.0	10.0	55.0	4.2	108.2
Algeria	Algeria	2038	42.9	250.0	89.0	0.0	10.0	55.0	4.3	110.6
Algeria	Algeria	2039	43.2	255.0	89.5	0.0	10.0	55.0	4.4	113.0
Algeria	Algeria	2040	43.5	260.0	90.0	0.0	10.0	55.0	4.5	115.4
Algeria	Algeria	2041	43.8	265.0	90.5	0.0	10.0	55.0	4.6	117.8
Algeria	Algeria	2042	44.1	270.0	91.0	0.0	10.0	55.0	4.7	120.2
Algeria	Algeria	2043	44.4	275.0	91.5	0.0	10.0	55.0	4.8	122.6
Algeria	Algeria	2044	44.7	280.0	92.0	0.0	10.0	55.0	4.9	125.0
Algeria	Algeria	2045	45.0	285.0	92.5	0.0	10.0	55.0	5.0	127.4
Algeria	Algeria	2046	45.3	290.0	93.0	0.0	10.0	55.0	5.1	129.8
Algeria	Algeria	2047	45.6	295.0	93.5	0.0	10.0	55.0	5.2	132.2
Algeria	Algeria	2048	45.9	300.0	94.0	0.0	10.0	55.0	5.3	134

Pay roll records

Co. Name		UNIFY MANUFACTURING		Co. Address		1 CONVEYER INDUSTRIAL PARK		Payment Dt		03/06/2025	
Emp Code		E0001				GREEN HAVEN		Dt Payment		03/06/2025	
Emp Name		NYS CONVEYER AREA 404F		Payment		2025		Account No		927005023	
Emp Address		600 SE 16TH AVENUE		Payment		PRESS AND PACK		Branch Code		470015	
		3009		Job Title		PACKER					

EMPLOYER				DEDUCTIONS			
Description	WklyRate	Amount	Description	WklyRate	Amount	Opening Balance	
Deduction			G.P.P.		25.77		
Safety	\$0.50	2421.50	Classical Lines		16.88		
			Providence Fund		12.13		
			Union		37.18		
			Federal Unempl		6.99		

Total Earnings	2421.50	Total Deductions	109.03	NET PAY	2,312.50
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SocSec		YEAR TO DATE TOTALS		ADDITIONAL INFO		ADDITIONAL INFO	
Taxable Earnings	2421.50						
Providence Fund	122.13						
				Rate per hour		30.2500	
				Classical Lines		12.76	
				Providence Fund		133.48	
Total Pmts	133.48						
Co. Contributions	99.05						

Workers Pay slip

Co Name USITY MANUFACTURING		Co Address 1 CONWAY INDUSTRIAL PARK GREENHURST, DURHAM NHS		Payment Dt 03/06/2005 28/06/2005	
Emp Code E2499H		Payment UNEMPLOYED, DURHAM DPT		Account No 128465871	
Emp Name MUSKALA VILLAGE MAYFIELD 4700		Department Job Title CLEANER		Branch Code 470010	

EARNINGS		DEDUCTIONS		
Description	Hours	Description	Hours	Opening Balance
Salary	227.85	U.F.	24.58	
		Current Salary	16.56	
		Provisional Fund	130.83	
		Other	26.81	
		Provisional Cover	6.80	

Total Earnings	227.85	Total Deductions	185.15
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		NETT PAY		2,134.45
DEBIT TO DATE TOTALS		ADDITIONAL INFO		
Transfer Earnings	2320.58	Rate per Hour _____ 24.58		
Transfer Pmts	127.14	Current Salary _____ 16.56		
Provisional Fund	116.82	Provisional Fund _____ 137.14		
CURRENT PERIOD				
Total Pmts	127.14			
Co Contributions	188.94			

Workers Pay slip

Please submit the original return and retain a copy for your records.

eSARS

South African Revenue Service

Monthly Employer Return

EMP201

Employer Details

Trading or Bank Name	HEADWEAR 24 CMT	SDL Ref No	L490820539	USF Ref No	L490820539
Taxpayer's ID Number	7490820539	SOL Ref No			

Contact Details

First Name	NONTUTHUKO		
Surname	SIRIYA		
Position held at Business	PAYROLL ADMIN		
Bus Tel No	0315747020	Cell No	
E-mail	PAYROLLADMIN@GROUPACCOUNTS.CO.ZA		

Financials

Probability of 10% is payable on late payments. Interest is calculated on a daily basis at the applicable prescribed rate. To view the table of rates, go to www.sars.gov.za

ETD Probable	☐ 0 %	☐ 1 %	Compliance status	☐ Complete	☐ Non-Complete	☐
Payroll ETD Compliance						

		E.T.D. Compliance		Total Payables	
PROV Liability	R	11925.17	ETD through Financial	R	84837.14
SDS Liability	R	10993.02	ETD Corrected	R	41380.85
USP Liability	R	2354.10	ETD Corrected	R	114292.32
USP Liability	R	44612.29	ETD Carry Forward	R	114292.32
Provisional Employee Contributions	R	7490820539.LC202508	Provisional Period ETD Y/N	Y	202508
Total Payables					34487.12

Voluntary Disclosure Programme

I am disclosing details in respect of a VDP agreement ☐ No ☒ Yes

VDP Application No: _____

Tax Practitioner Details (if applicable)

No Tax Practitioner Registration No	PR
Tax Practitioner Ref No	

Declaration

I declare that the information given on this form is complete and correct.

Date: **20250630**

For signature go to www.sars.gov.za call 0800 80 1017

Retention of my signature
No later than 31 Dec 2025

EMP201 L Eng FV 2022.02.00 SV 1201 CI 03 NO 7490820539

P 202506
 Y 2019

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UIF

			
Document Title		Leave Policy	
Policy Number		HR-0002	
Effective Date		1 July 2019	
Applicable to: All Management and employees of all Group Companies (includes employees registered with the Metro Bargaining Council)			

Purpose

The purpose of this document is to provide a policy for Leave, i.e. Annual Leave, Sick Leave, Maternity Leave, Family Responsibility Leave, Parental Leave, Injury on Duty, Study Leave, Emergency Leave and Unpaid Leave. It is to ensure consistent application of leave benefits to all Group Company's employees. The use of any discriminatory practices will not be tolerated.

General Principles Responsibilities

In the event of an unplanned absence, i.e. Sick Leave and/or Family Responsibility Leave, for which one is unable to plan ahead, every staff member is responsible to contact their Manager by the start of their shift / normal starting time and advise as follows:

- That they are unable to report for duty
- The reason for their absence
- The anticipated date of return to work

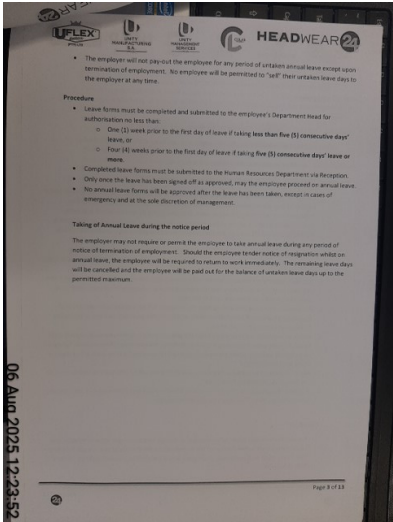
If their absence extends longer than the period advised to manager for whatever reason, the employee is expected to immediately communicate same to manager and advise them of new anticipated date of return to work

Upon return to work, the employee must complete the appropriate leave form. Sick Leave forms should be supported by a valid medical certificate (declaring the employee unfit for duty), where required (refer to Annex A). All Managers are responsible for confirming all absences and to ensure the employee completes a leave form for all absence, whether planned or unplanned. All Managers are strongly urged to obtain the outstanding leave balance from the Human Resources Department for approval of annual leave so as to ensure that employees do not exceed their leave allocation. This applies to all categories of leave, with the exception of Unpaid Leave.

The authorisation form is to be handed in to the supervisor, who will ensure that the forms are sent to the Human Resources Department for processing. The Human Resources Department is responsible for monitoring leave policy application and recording excess leave as well as liaising with employees and department heads regarding excess leave taken.

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Leave policy

	
Leave policy	

CONFIDENTIAL

5. Labour Practices

5.1. Ability for Workers to be represented towards management

Item No	Requirement	Result	Findings/Comment
5.1.1	If applicable by Local Law, do workers have the right to join or for trade unions and bargain collectively, without interference of employer?	Pass	Workers have the right to join or for trade unions and bargain collectively ,without interference of employer
5.1.2	If there is no union, are there fair and effective parallel means to resolve grievances of workers?	Pass	There are fair and effective parallel means to resolve grievances of workers. Suggestion box in the eating area
5.1.3	Are worker representatives freely elected? Are regular meetings scheduled with minutes recorded? Are trainings provided to workers to make sure they are aware of their rights and grievance options?	Pass	Worker representatives freely elected. Regular meetings scheduled and training provided to workers to make sure they are aware of their rights and grievances options. Grievance policy provided

5.2. Forced Labor

Item No	Requirement	Result	Findings/Comment
5.2.1	Is there evidence that work is conducted in voluntary basis, with no threat of penalty or sanctions, and the factory do not use forced, bonded or involuntary prison labour?	Pass	There is evidence that work is conducted in voluntary basis, with no threat of penalty or sanctions , and the factory do not use forced, bonded or involuntary prison labor. Confirmed by interviews
5.2.2	Is there evidences that factory do not require workers to lodge deposits or original documents such as work permits/ID papers, cards, training certificates, etc.?	Pass	There is evidences that factory do not require workers to lodge deposits or original documents such as work permits/ID papers, cards ,training certificates. Confirmed by interviews
5.2.3	Are workers free to quit their jobs within the legal framework and without debts forcing them to continue working for the factory?	Pass	Workers are free to quit their jobs within the legal framework and without debts forcing them to continue working for the factory. Confirmed by interviews
5.2.4	The factory doesn't withhold any part of workers salary or benefits in order to force such worker to continue working for the factory?	Pass	The factory doesn't withhold any part of workers salary or benefits in order to force such worker to continue working for the factory. Confirmed by interviews
5.2.5	Are workers allowed to leave the factory compound after work at any time and freely move about during a shift (attend to hygiene etc)? If not, please specify.	Pass	Workers allowed to leave the factory compound after work at any time and freely move about during a shift (attend to hygiene) Confirmed by interviews
5.2.6	Does factory impose unreasonable curfews in dormitories that restrict the movement of workers during their leisure time (curfews should be agreed to by residents to be reasonable for personal safety)?	N/A	NA-No dormitories on site

5.3. Discrimination

Item No	Requirement	Result	Findings/Comment
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5.3.1	Is non-discrimination guarantee in term of employment, promotion, compensation, welfare, dismissal and retirement, etc. within the company based on criteria of race, birth, religion, national or social origins, sex, family responsibilities, marital status, handicap, sexual orientation or political opinions?	Pass	Non-discrimination guarantee in term of employment , promotion, compensation, welfare, dismissal and retirement, etc. within the company based on criteria of race , birth ,religion ,national or social origins, sex , family responsibilities ,marital status , handicap , sexual orientation or political opinions
5.3.2	The factory doesn't insist on blood tests, pregnancy or virginity tests before hiring?	Pass	The factory doesn't insist on blood tests, pregnancy or virginity tests before hiring.
5.3.3	Is there a written anti-discrimination policy?	Pass	There is a written Anti-discrimination policy

5.4. Disciplinary Practices

Item No	Requirement	Result	Findings/Comment
5.4.1	Is mental / physical /sexual coercion forbidden and avoided in the factory? If not, please give details of the situation.	Pass	Mental/physical/sexual coercion forbidden and avoided in the factory.
5.4.2	Does the factory have documented disciplinary rules that are clearly communicated to all workers?	Pass	The factory has documented disciplinary rules that are clearly communicated to all workers .policy provided
5.4.3	Does the company keep a record of fines/disciplinary actions?	Pass	Factory keeps records of disciplinary actions
5.4.4	Are the complaint and appeal methods defined and proved to be efficient?	Pass	The complaint and appeal methods defined and proved to be efficient

5.5. Regular Employment

Item No	Requirement	Result	Findings/Comment
5.5.1	Does the factory sign labor contracts with all employees and issue a copy to them? Are these labour contracts accurately reflect the agreed payment and terms in the recruitment process, and understood by workers?	Pass	Workers sign contracts with the factory.
5.5.2	Does the factory require workers to pay recruitment fees at any stage of the recruitment process?	Pass	The factory does not require workers to pay recruitment fees at any stage of the recruitment process
5.5.3	Does the employment of agency/ dispatch workers and temporary workers (if any) comply with legal requirements?	N/A	No agency/ dispatch workers or temporary workers were used.
5.5.4	Does the employment of foreign migrant workers (if any) comply with legal requirements?	Pass	The employment of foreign migrant workers comply with legal requirements(34 foreign workers)
5.5.5	If applicable, does factory ensure that all legally mandated requirements for special categories of workers are implemented? Including apprentices, trainees, homeworkers, pregnant or disabled workers, etc.	N/A	No special categories of workers in the factory.

Special Remarks

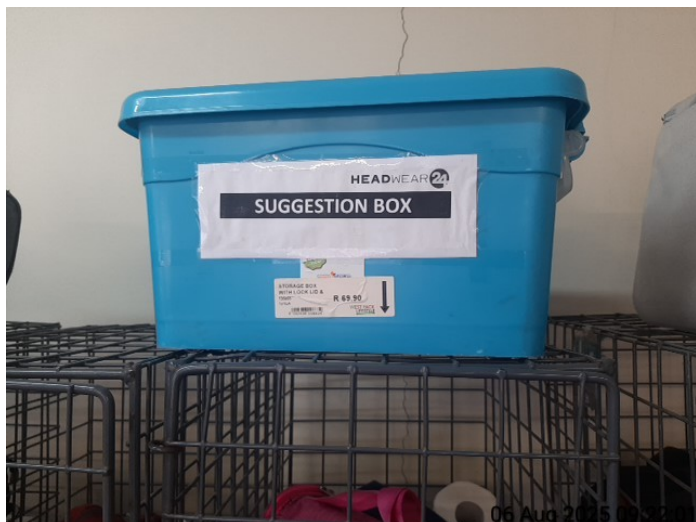
Positive Remarks	Workers sign contracts Workers have the right to join or for trade unions and bargain collectively ,without interference of employer Non-discrimination guarantee in term of employment , promotion, compensation, welfare, dismissal and retirement, etc. within the company based on criteria of race , birth ,religion ,national or social origins, sex , family responsibilities ,marital status , handicap , sexual orientation or political opinions
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Special Remarks

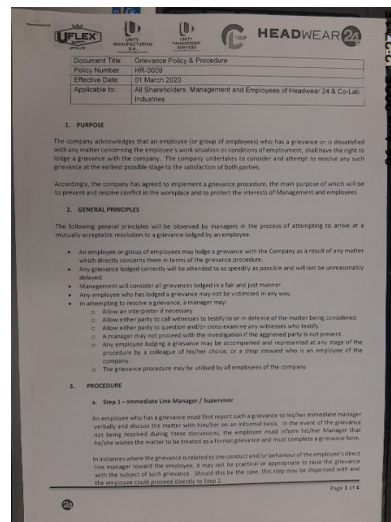
Negative Remarks

Nil

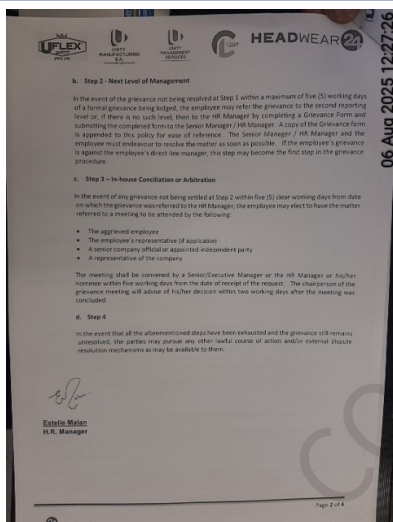
Pictures



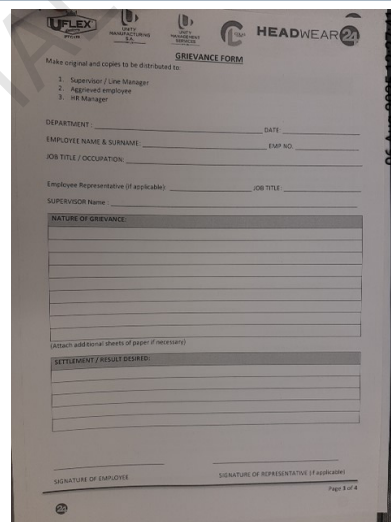
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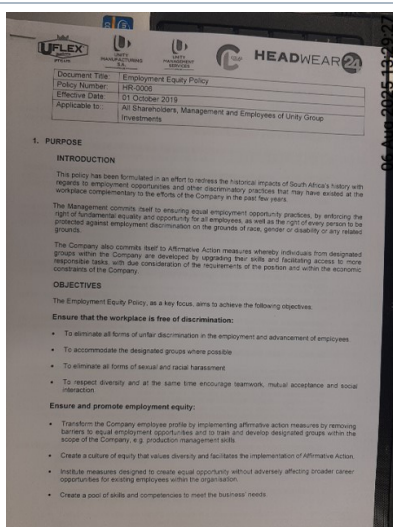
Grievance policy



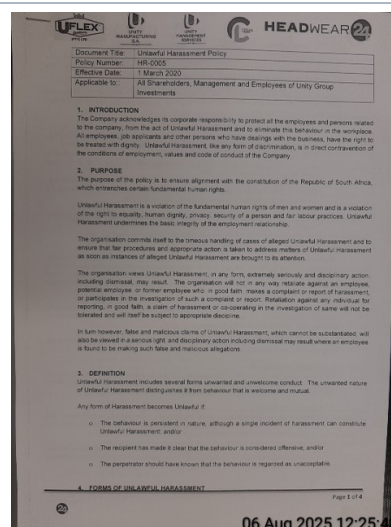
Grievance policy



Grievance policy



Discrimination policy



Harassment policy

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3. The investigating official will then resolve the issue as per the grievance procedure, and may make the disciplinary procedure when required.

4. The investigating official must ensure, within reason, that confidentiality for both parties is preserved and that the interests of all parties are respected.

8. DISPUTE PROCEDURE

Should an alleged complaint not be satisfactorily resolved, and the internal grievance/disciplinary processes have been exhausted, either party may (complainant or the person):

1. Refer the issue to the Chairman of the Employment Equity Consultative Committee (EECC), who may consult with the EECC for a final internal resolution, within 7 working days.
2. If the agreed party still feels that the issue is unresolved, he/she may then, within 7 working days:
 - i. Refer the issue to the CCMA for conciliation within 30 days. Should the CCMA issue a certificate that the issue is unresolved, either party may then:
 - ii. Refer the issue to the Labour Court within 30 days of receipt of the CCMA certificate.
3. The legal rights of the complainant will not be limited by this procedure and he/she may press criminal civil charges against the alleged perpetrator.

9. ADVICE AND ASSISTANCE

Due to the sensitive nature of Unlawful Harassment, the victim may be assisted, depending on the circumstances. It may be required by management to utilize the services of a professional expert or person from outside the company to assist with a specific case.

10. RESPONSIBILITIES

a. Employee Responsibilities

1. Support the Company's policy against harassment.
2. Monitor your own behaviour to determine if it could be interpreted as hostile, harassing or contributing to or creating a hostile work environment.
3. Know your personal rights and the grievance procedure.
4. Identify and take individual action to stop inappropriate behaviour.
5. Bring the matter to the attention of management, Human Resources or a member of the Employment Equity Consultative Committee.

b. Management / Supervisory Responsibilities

When an employee of this policy:

1. Immediately begin action when informed of any alleged violations of this Policy by informing the HR Department or Employment Equity Consultative Committee and seeking consultation regarding any investigative or remedial action.
2. Management and supervisors should report to the Human Resources Department any instance of clearly unreasonable harassment of which they become aware in the normal course and scope of their management responsibility, even in the absence of a complaint under this Policy.
3. Management representatives must respond to allegations of harassment in a prompt and objective manner. Management should encourage any person to come forward and report violations of this policy.

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Harassment policy

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Document Title: Disciplinary Policy & Procedure
Policy Number: HR-003
Effective Date: 01 March 2020
Applicable to: All Staff members, Management and Employees of Unity Group Investments

PURPOSE

The disciplinary procedure will be applied if an employee transgresses a rule or fails to meet the standards of work performance. The aim of the procedure is to assist the employee in correcting their behaviour although should the relationship of trust which exists between the Company and its employees be broken for any reason, immediate dismissal may be considered. This policy and its affiliated procedures is founded on the Code of Good Practice/Dismissal as contained in Schedule 8 of the Labour Relations Act, as amended.

There are three categories of instances where corrective action may be applied:

- Misconduct
- Poor work performance
- Incapacity due to ill health/injury

1. MISCONDUCT

Misconduct is when you have broken a rule of conduct. Examples of misconduct include the following:

- Theft or inappropriate removal or possession of property
- Fabrication of company records
- Possession, distribution, sale, transfer or use of alcohol or illegal drugs in the workplace, while on duty, or while operating employer owned vehicles or equipment.
- Fighting or threatening violence in the workplace
- Resistance to or disruptive activity in the workplace
- Negligence or improper conduct leading to damage of employer owned or customer owned property
- Misadventure or other dangerous conduct
- Violation of safety or health rules
- Working in prohibited areas
- Sexual or other unlawful harassment
- Possession of dangerous or unauthorised materials, such as explosives or firearms in the workplace
- Excessive absenteeism for any absence without leave or permission
- Unauthorised absence from workstations during the working
- Unauthorised use of telephones, mail system, or other employer owned equipment
- Unauthorised disclosure of company information, "trade secrets" or other confidential information
- Breach of company policies

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Disciplinary policy

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- Where he/she is falling short of the standards required
- What the required standards are
- What training, guidance, evaluation, instruction and counselling should be implemented to correct the poor performance
- A reasonable time frame within which the performance shortfall should be corrected
- At least two follow-up meetings should be held to track the employee's progress against the agreed performance goals.

If, in spite of the documented corrective action, performance still does not meet the required standard, a Poor Performance Hearing should be held, which could lead to the employee's services being terminated.

4. INCAPACITY DUE TO ILL HEALTH OR INJURY

Examples of poor performance due to ill health or injury could include:

- A spinal or other type of injury which prevents the employee from standing for long periods of time
- A serious disease which may prevent the employee from attending work regularly

Where an illness or an injury prevents an employee from meeting the performance standards of the job, management, in conjunction with the employee should determine:

- The extent to which the employee is able to perform his/her duties (A doctor's opinion may be required)
- The extent to which the job may be adapted to suit the employee's disability
- The extent to which the employee's duties may be changed to accommodate his/her disability
- The availability of suitable alternative work

Should none of the above mentioned solutions be appropriate, a no-fault termination may be considered. This entire process will be affected with due consideration to maintaining consistency with past company decisions in this regard.

5. DOCUMENTATION

Each step of the corrective action process will be documented, and kept on record for reference in the case of future corrective action being necessary. Templates for documents to be used in the recording of events, warnings, disciplinary enquiries, etc. are attached as addendums to this policy.

6. DISCIPLINARY PROCESS

Objective

The objective of this disciplinary code and procedure is to ensure the maintenance of good order in the company which is necessary for its success and for the fair treatment of employees.

In order to achieve this objective, management is responsible for ensuring that:

- up-to-date rules are published and made available to all employees; and
- employees are made aware of the standards that are expected of them to ensure the well-being of the Company and its employees, the prevention of inefficiency or losses and the regulation of orderly disciplinary behaviour.

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Disciplinary policy

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RECORD OF A VERBAL WARNING

Date: _____
Name of Employee: _____

Nature of offence (reason for warning): _____

What is the correct behaviour / conduct which is expected of the employee? _____

Employee's Comments (if any) _____

Acknowledgement of receipt of warning by employee:

Signature of Employee: _____ Date: _____
Signature of Manager / Supervisor: _____ Date: _____

This verbal warning will be valid for a period of three (3) months from the date of issue.

Should the employee refuse to sign acknowledgement of receipt, a witness to this fact should sign below to confirm the employee's refusal to sign:

Witness Signature: _____ Date: _____
Full Name of Witness: _____

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Disciplinary policy

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RECORD OF A FINAL WRITTEN WARNING

Date: 11 March 2025
Name of Employee: _____

Nature of offence (reason for warning):

REFUSAL TO OBEY A REASONABLE AND LAWFUL INSTRUCTION in that on Tuesday, 04 March 2025, at or around 12:00, you were instructed by your line supervisor, Mphahlele, to use a bundle sheet to verify whether the garments received in the factory were correct. However, when Mphahlele questioned you about this instruction, you refused to comply. Later, when Mphahlele questioned you again, you responded disrespectfully by banging your hands on the table. As a result, your conduct not only constituted a breach of company policy but also caused a disruption on the factory floor, as operations came to a halt due to the noise you created.

What is the correct behaviour / conduct which is expected of the employee?

You are expected to obey all reasonable and lawful instructions given to you by either your supervisor or manager in order to fulfil the goals of the company accordingly. In addition, you are expected to communicate professionally and respectfully with your supervisor at all times and follow all reasonable instructions from management.

Employee's Comments (if any) _____

Acknowledgement of receipt of warning by employee:

Signature of Employee: _____
Signature of Manager / Supervisor: _____ (Name of Manager / Supervisor: Mphahlele)

This Final Written Warning will be valid for a period of twelve (12) months from the date of issue. Should you be found guilty of this, or a similar offence during this period, further disciplinary action will be taken against you which may result in your dismissal.

Should the employee refuse to sign acknowledgement of receipt, a witness to this fact should sign below to confirm the employee's refusal to sign:

Witness Signature: _____
Full Name of Witness: _____

warnings

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RECORD OF A FINAL WRITTEN WARNING

Date of issue: 31/01/25
Name of Employee: _____

Nature of offence (reason for warning):

VIOLATION OF SAFETY RULES in that on Friday, 18 July 2025, you breached health and safety rules by failing to use a needle guard while sewing. Furthermore, you failed to report your injury to management, where a needle pierced your right thumb at approximately 09:30, so that an Amusement 3 document could be completed and an assessment made on whether further medical treatment was required. As a result, your thumb swelled on Wednesday, 23 July 2025 due to the injury, which you failed to report, and for which you should have received medical attention on the same day.

What is the correct behaviour / conduct which is expected of the employee?

You are expected to follow all company health and safety rules, which are in place to protect your safety and wellbeing. This includes using needle guards when operating machines and reporting any work-related injuries, whether to yourself or others, and whether minor or major. As a health and safety representative, you have a duty to ensure all such incidents are reported and the proper procedures are followed.

Employee's Comments (if any) _____

Acknowledgement of receipt of warning by employee:

Signature of Employee: _____
Signature of Manager / Supervisor: _____ (Name of Manager / Supervisor: A. Tjente)

This Final Written Warning will be valid for a period of twelve (12) months from the date of issue. Should you be found guilty of this, or a similar offence during this period, further disciplinary action will be taken against you which may result in your dismissal.

Should the employee refuse to sign acknowledgement of receipt, a witness to this fact should sign below to confirm the employee's refusal to sign:

Witness Signature: _____
Full Name of Witness: _____

warnings

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CONTRACT OF EMPLOYMENT BETWEEN:
Headwear 24 CMT (Pty) Ltd
Hereinafter referred to as "the Employer / the Company"
And
ID Number: _____
Hereinafter referred to as "the Employee"

PREAMBLE:

- The parties to this employment contract agree that what follows below reflects the terms and conditions which were negotiated freely and voluntarily between both parties.
- Both parties undertake to ensure that the terms and conditions of this employment contract are adhered to, to ensure that the employment relationship is a mutually rewarding one.
- Under all circumstances, the Bargaining Council Collective Agreements will be applicable to the employee, except where exemptions have been granted, of which the employee will be advised.

DATE OF ENGAGEMENT AND PROBATION:

- The employee will be employed on a permanent basis, with effect from **23 MARCH 2023**.
- The employee's appointment to this position will be subject to a three (3) month probationary period. The employee agrees that due to the nature of the position in which he/she is employed, the aforementioned period is reasonable and fair, in order to evaluate the employee's performance and/or suitability.
 - The Company reserves the right to extend the probationary period by no more than a further period of three (3) months should it not be able to assess the elements referred to above at the end of the initial probationary period.
 - Notwithstanding the terms and conditions of this agreement, during the probationary period, the employee's services can be terminated by the Company giving the employee two (2) week notice.
 - Thereafter this contract shall remain valid for an indefinite period until the contract is terminated in accordance with the conditions as set out below.

POSITION:

- The employee will be employed as a **MACHINE** and will generally be required/permitted to work at our premises in Unit 3 Gateway Industrial Park, 2 Green Road, Hammanskraal, or such other premises as the Employer may reasonably direct from time to time.
- Your Job Description will be discussed with you by the General Manager of Manufacturing.
- The employee will be required to carry out all lawful and reasonable duties assigned to him/her from time to time by their immediate superior or by the Management of the Company.

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Company even where such duties do not fall within the usual scope of the employee's job description as described in 7. Above.

REMUNERATION:

- The employee's basic wage will be calculated at a rate of **R18.48** per hour and will be payable every fortnight (2 weeks). This rate is in accordance with the rate for new employees on an Incentivised Scheme which is 80% of the prescribed rate for the employee's specific occupation.
- The guaranteed wage rate in clause 9 above, will be supplemented by an incentive scheme which will allow the employee to earn up to 100% of the prescribed rate provided the employee meets the required performance standards as agreed in the plant level incentive scheme.
- The employee's remuneration will be subject to all lawful statutory and agreed upon deductions, which include UIF, PAYE and all deductions as determined by the National Bargaining Council Main Agreement for Non-Metro Areas.
- The employee's remuneration is regarded as strictly confidential.

BENEFITS

- The employee will participate in the Provident Fund Scheme of which the contributions will be based on 8.25% of the employee's basic wage regardless of the number of actual hours worked. The employee portion of the contribution is based on 4.75% of basic wage and the employer portion is based on 4.5% of the employee's basic wage.
- For the purpose of providing for a fund to provide HIV/AIDS education and awareness in the workplace, the employee will contribute toward the SACTWU Workers Health Programme, a benefit to the employee.
- As a member of the South African Clothing and Textile Workers' Union (SACTWU), the employee will benefit from the SACTWU Funeral Scheme.

BONUS

An annual bonus equivalent to 1.5% of the employee's annual basic prescribed wages will be paid to the employee in the month of December upon completion of one full continuous year of employment. Where the employee has not yet completed one continuous year of employment, the employee will receive a pro-rata portion based on the number of completed months of employment.

WORKING HOURS

- The employee is required to work 45 ordinary hours per week (excluding lunch breaks) made up as follows:
 - Monday to Thursday: 07:00 to 17:00
 - Friday: 07:00 to 14:00
- The employee will be entitled to a 15-minute tea break and 30-minute meal interval which will be taken in accordance with the agreed time & lunch schedule. The meal interval is not part of the employee's ordinary hours and is regarded as an unpaid break.
- The employee understands that due to the operational requirements of the employer, he/she might be required to work hours over and above that which is stipulated above.

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when it is required. The employee accepts that this forms an integral part of the contract of employment. The employee will be remunerated for overtime as regulated by the Bargaining Council for the Clothing Industry (ICN Chamber).

OVERTIME:

- The employee will be required to work overtime, in accordance with the operational requirements and past practice of the employer. Should the employee be required to work overtime, he/she will be paid at a rate of 1.5 times his/her normal hourly rate.
- The overtime rates, as outlined above, will only apply once the weekly target of 45 ordinary hours has been exceeded. This includes payment for work performed on Saturdays.
- The employee undertakes not to unreasonably refuse to work overtime as specified above.
- The employee understands that the position in which he/she is employed, requires overtime to be worked in certain instances within the legal limits.
- The employee agrees that the unreasonable refusal to work overtime constitutes a serious and material breach of the employment contract.

CLOSED SHOP

- In terms of the provisions of section 46 of the Main Agreement for the Non-Metro Areas, all eligible employees must become members of the trade union (SACTWU) upon commencement of employment and must remain members of the trade union while in the employ of the Company.

ANNUAL LEAVE

- You will be entitled to fifteen (15) working days' leave per annual leave cycle (12-month period from date of employment or end of previous leave cycle).
- This period may be subject to change due to the operational requirements of the Company.
- The employee is required to take their annual leave within six (6) months of falling due at the end of the leave cycle, subject to the provisions of the Bargaining Council Main Agreement for Non-Metro Areas.
- The employee hereby undertakes and agrees to take their Annual Leave at the time of the employer's annual shutdown in December of each year.

SICK LEAVE

- You will be entitled to thirty (30) working days' paid sick leave in each sick leave cycle (36 months of employment from date of commencement or from the completion of the employee's previous sick leave cycle).
- Despite clause 25, above, during the first six (6) months of employment, an employee is entitled to only one day's paid sick leave for every 26 days worked.
- The employee may, during the employee's first sick leave cycle, reduce the employer's entitlement to paid sick leave in terms of clause 28, by the number of days' sick leave taken in terms of clause 29.
- If during any sick leave cycle, the employee is absent due to incapacity for longer than the number of days sick leave to which he or she is entitled in terms of clause 29, the employer shall not be required to pay the employee for the excess sick leave taken.

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- The employee is not required to pay sick leave to an employee under the following circumstances:
 - If the employee has been absent from work for more than two consecutive days or on more than two occasions during an eight-week period and the employee fails to produce a medical certificate declaring his/her unfit for duty and stating the nature and duration of his/her incapacity, after having been requested to do so by the employer. The medical certificate referred to in this clause must be issued by a medical practitioner or any other person who is certified to diagnose and treat patients and is registered with a professional council established by an act of parliament.
 - If the employee is absent due to illness or injury on any day before or after a weekend or public holiday and the employee fails to produce a medical certificate declaring his/her unfit for duty.
- If the employee absents him/herself from work for a period of 3 consecutive days or longer, without a valid reason and/or without notifying the employer as his/her supervisor, it will be assumed that the employee has absconded and his/her services may be terminated, subject to a fair procedure being followed.
- Should the employee envisage being absent for any reason or not being able to comply with the requirements of his/her job in any day, the employee is required to inform the employer immediately before the commencement of his/her shift either personally, by phone, text or through a third party.

MATERNITY LEAVE

- An employee is entitled to at least four (4) consecutive months' maternity leave. Such maternity leave must be taken in accordance with the provisions of the National Bargaining Council Main Agreement for the Non-Metro Areas.
- An employee may commence maternity leave:
 - At any time from four weeks before the expected date of birth, unless otherwise agreed.
 - On a date from which a medical practitioner or a midwife certifies that it is necessary for the employee's health or that of her unborn child.
- No employee may work for six weeks after the birth of her child, unless a medical practitioner or midwife certifies that she is fit to do so.
- An employee must notify the Employer in writing, unless the employee is unable to do so, of the date on which the employee intends to:
 - Commence maternity leave and
 - Return to work after maternity leave.
- Notification in terms of clause 35, must be given:
 - At least four weeks before the employee intends to commence maternity leave;
 - If it is not reasonably practicable to do so, as soon as it is reasonably practicable.

FAMILY RESPONSIBILITY LEAVE

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- Employees who work for the employer for more than 4 days per week and who have been in the employ of the Company for more than 4 months, will be entitled to three (3) days family responsibility leave during each leave cycle as provided for in terms of the Basic Conditions of Employment Act.
- On return from such leave, the employee is required to present the Company with the appropriate Birth, Sick or Death Certificate, as the case may be. The employee will not be paid for such leave where no such certificate is presented to the Company. Failure to present such certificate to account for the employee's absence may also be regarded as misconduct and may result in disciplinary action being taken against the employee.
- Within one month of employment, the employee is required to present the Company with a list of the full names of their immediate family as follows:
 - Spouse / life partner
 - Parents / adoptive parents
 - Grandparents
 - Children / adopted children
 - Grandchildren
 - Siblings (brothers / sisters)
- Leave as contemplated in terms of this section will only be granted in terms of this list and it is thus imperative that you provide the Company with these details and keep them updated.

PARENTAL LEAVE: (Includes Adoption and Commissioning Parental Leave)

Parental leave is granted as provided for in the Basic Conditions of Employment Act with effect from 01/01/2020 and is subject to the employer's Leave Policy.

- Parental Leave – relates to the birth of the employee's child.
 - An employee who is due to become the parent of a child will be entitled to ten (10) consecutive days of unpaid parental leave.
- Adoption Leave – relates to the adoption of a child that is below the age of two (2) years.
 - A single adoptive parent is entitled to ten (10) consecutive weeks' unpaid leave. Where both adoptive parents are in service of the Company, the one parent will be entitled to Adoption Leave and the other will be entitled to the aforementioned Parental Leave. It will be up to the adoptive parents to decide which one will take adoption leave and which one will take parental leave.
- Commissioning Parental Leave – relates to surrogacy where an employee has commissioned a surrogate to bear a child on their behalf.
 - The commissioning parent, who will primarily be responsible for the care of the child (primary commissioning parent) will be entitled to ten (10) consecutive weeks' unpaid leave. Where both commissioning parents (primary and secondary) are in service of the Company, only one will be entitled to Commissioning Parental leave and the other will be entitled to normal Parental Leave (10 consecutive days unpaid leave as provided for above).

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- In terms of any of the types of Parental Leave listed under this section, the employee will be entitled to apply for Unemployment Insurance Fund (UIF) benefits for the period during which they are not receiving remuneration from the employer.

DISCIPLINARY CODE / GRIEVANCE PROCEDURE

- The employee undertakes to familiarise him/herself with the employer's disciplinary code ("The Code") and procedures. A copy of the Code is attached and/or can be obtained from the employer or shop steward.
- The employee undertakes to follow the grievance procedures as stipulated in the grievance procedures, should any grievance arise.

DEDUCTIONS

- The employee consents to the employer making any deductions from the employee's wages as provided for in terms of the Bargaining Council Collective Agreements.
- The employee consents to the employer deducting any amounts owing to the employer as a result of loss or damage caused by the employee in the course of his/her employment from the employee's wages. Such deductions will be effected in accordance with section 34. of the Basic Conditions of Employment Act and will not exceed 35% of the employee's gross wages.

SECURITY

- Due to the nature of the Company's business, it is imperative that the employees are searched periodically. The employee hereby consents to being searched in accordance with the employer's past practice and accepted industry norms. Searches will be conducted by a person of the same gender as the employee and may include searches of the employee's person or possessions.
- The employee consents to submit to a polygraph examination and/or drug/alcohol test when requested by the employer to do so.

TRANSFERS

- The Company may reasonably require the employee to transfer from one section / department and/or from one workplace to another either temporarily or permanently.

ABSENCE FROM WORK

- The employee shall not be absent from work without a valid reason. Any and all absenteeism must be communicated to the employee's supervisor/manager before the employee's expected start time. It is the employee's responsibility to ensure that he/she has the relevant contact details of his/her supervisor/manager. Not having a phone or airtime will not be regarded as a valid reason for failure to comply with this requirement.
- The principle of No Work No Pay will apply in the event that the employee fails to report for duty without a valid reason.

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TERMINATION OF EMPLOYMENT:

57. This employment contract may be terminated by either party giving the other party not less than:

a. One (1) week's written notice during the first four weeks of employment.

b. Two (2) weeks' written notice after the first four weeks of employment.

58. Either party may terminate the contract of employment without notice by paying the other party, in lieu of such notice not less than the amount of wages the employee would have earned on:

a. One (1) week if employment is terminated during the first four weeks of employment.

b. Two (2) weeks' if employment is terminated after the first four weeks of employment.

c. Provided that this shall not affect:

i. The right of an employer or employee to terminate the contract without notice for any cause recognised by law as sufficient.

ii. The right of a dismissed employee to dispute the lawfulness or fairness of the dismissal in terms of the Labour Relations Act, 1995 or any other law.

59. The employee hereby grants the employer permission to deduct such payment in lieu of notice as contemplated in clause 58 above from his/her final wages.

60. The employee undertakes to follow a fair procedure as set out in the Labour Relations Act 66 of 1995 (as amended) "the Act" when terminating the employment relationship.

61. On termination of employment, the employee will be required to return to the employer all items which may have been acquired during the course of employment, including but not limited to any books, documents, manuals, specifications, technical data and all copies and extracts thereof, all equipment and security access cards, credit cards, keys or similar items.

PROTECTION OF PERSONAL INFORMATION

62. By signing the contract of employment, the employee hereby authorises the Company, the Company's HR Department and authorised members of management to use, review and process any personal information provided to the Company in the course of his/her application and in the course of employment as well as information provided in support of the employee's application.

63. The employee hereby confirms that he/she understands his/her right to privacy and the right to have his/her personal information processed in accordance with the conditions for the lawful processing of personal information and hereby gives his/her consent to the Company to collect, process and distribute relevant personal information where the company is legally required to do so. The employee also hereby consents that he/she understands that third party providers such as Retirement Funds, Insurance Providers, Bargaining Councils, Government Departments, etc., have access to his/her personal information and hereby consents to the Company sharing his/her personal information solely for the administration of these funds and benefits.

The undersigned employee, hereby acknowledges and accepts the terms and conditions of this employment contract. The content of employment contract has been read and explained to the employee and understood by the employee.

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Signed and agreed to at Durban on this 16 day of May 2022

For & on behalf of the Employer

For & on behalf of the Employee

Witness

Witness

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workers permit

workers permit



workers permit

workers permit



workers permit



workers permit

CONFIDENTIAL

Employee’ s interview

Interview No	Dept.	Comments*
1	Cutting.	No discrepancies
2	Cutting.	No discrepancies
3	Cutting.	No discrepancies
4	Cutting.	No discrepancies
5	Cutting.	No discrepancies
6	Preparing /closing /finishing/dispatch.	No discrepancies

CONFIDENTIAL

Corrective Action Plan

Item No	Result	Finding/Violation	Responsible Person	Factory Completion Date	Corrective Action
1.1.1	Minor	Risk analysis conducted 11-10-2023, however the risk analysis not reviewed regularly and updated when necessary. According to law annual updated is required.	Estelle Malan	04-Nov-2025	Risk analysis is required to be updated regularly
1.1.12	Minor	Lavatory and washroom facilities ,clean ,adequate in number and with relevant privacy.135 female-11 toilet pans and 7 wash basins.51 Males -5 toilet pans,3 urinals and 4 wash basins. There were 3 tanker covers and 1 toilet seat cover missing. Building 1- no signage on male and female toilets. According to clients requirements toilets must be well maintained.	Estelle Malan	04-Nov-2025	Toilets needs to be separated by gender and well maintained
1.3.8	Major	1 fire alarm (siren)/ equivalent in place, but does not cover the whole site. Requirement by law all areas needs to be covered.	Estelle Malan	05-Sep-2025	Fire alarms should cover the whole areas.
1.3.9	Major	No smoke detectors/sprinklers installed in all workshops/ware houses per legal law requirements	Estelle Malan	05-Sep-2025	Smoke detectors/sprinklers should install in all workshops.

Factory Disclaimer

QIMA
YOUR EYES IN THE SUPPLY CHAIN

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FACTORY ACKNOWLEDGEMENT

ENGLISH VERSION TO SIGN (Audit done outside China, Taiwan or Hong Kong)

QIMA has been appointed by Headwear24 (Pty) Ltd to audit your factory on Aug-06-2025 (order number: R-Cloud-25139406).
The audit will be carried out according to SA8000 or ETI or Clients' CDC Standard.
The auditor visiting you will be Veloshni Sukhdeo, (+27) 9315007549.

PLEASE READ AND ACKNOWLEDGE QIMA POLICIES:

1 / Type of Audit :
The audit performed will be a EA.
Any discrepancy will be duly reported to Mr. ESTELLE MALAN.

2 / Decision on Audit Result :
The decision on Audit Result (Passed / Failed) is taken by the Headwear24 (Pty) Ltd after the Report has been Reviewed by QIMA Management.
For any question about this subject, please contact us our New Delhi office: +91 11 4672 3300.

3 / Equipment needed:
I have been informed that following information / equipment will be needed by auditor and I will make them available or inform QIMA at least 48 Hours prior to audit if some of these information/equipment are not available in the factory.

- A desk with a PC connected to the Internet

Our auditor will need to take pictures during audit, including of the factory gate, the production line, the office, the building.
Our auditor will need to review documents during the audit, including business license, attendance records, payroll records, etc.
Our auditor will need to select workers from production line randomly for worker interview.

4 / Bribery Issues:
We remind you that our auditor is not the decision maker.
If the auditor asked you for some gifts, favours, meals, or misbehaves please contact us immediately to compliance@qima.com. Tel: +86-755-8228-9334. Headwear24 (Pty) Ltd (FOUO2546) is not allowed to offer any gifts or advance any expenses to our auditor.
Any breach of this policy will be immediately reported to Headwear24 (Pty) Ltd.

5 / Confidentiality Agreement
I have been informed that the obtaining of the auditor's information by the audit authorized client/scheme and relative employees who has the necessity to know the Confidential information and has been notified and agreed to abide by the confidentiality obligation. Except those parties mentioned, QIMA cannot publish, copy, sell, rent, transfer, promulgate, let out, disclose or reveal the auditor's information.

On behalf of: Headwear24 (Pty) Ltd (F0002846) (Authorized signature only)

Name of Factory Representative: *Estelle Malan* Audit date: *06-07-2025*
Signature: *[Signature]* Arrival Time: *7:50 am*

Name of Auditor (s): *Veloshni Sukhdeo* Audit date: *06-07-2025*
Signature: *[Signature]* Arrival Time: *7:50 am*

Complaint Hotline (投诉电话): +86-755-8228-9334
Workers Hotline: China +86-185-2655-7090 / India +91-11-4672-3304
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Code of Conduct

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YOUR EYES IN THE SUPPLY CHAIN

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Confirmation of Compliance with QIMA Code of Conduct

ENGLISH VERSION TO SIGN (Audit done outside China, Taiwan or Hong Kong)

Order No.: R-Cloud-25139406 Audit Date: Aug 06-2025

Factory Name: Headwear24 CMT (Pty) Ltd (RFD002846)

I hereby confirm the following, on behalf of my company, in regard to the compliance of the code of conduct during audit.

1. The auditor was not offered any gift, money, or bribe by factory	☒ Confirmed ☐ Not confirmed (describe)
2. The auditor was not invited to any restaurant by factory	☒ Confirmed ☐ Not confirmed (describe)
3. The auditor did not ask for any money, gift or sample that is not requested by the customer	☒ Confirmed ☐ Not confirmed (describe)
4. The auditor did not ask for any unreasonable favor or service	☒ Confirmed ☐ Not confirmed (describe)
5. The auditor did not request transportation to or from factory	☒ Confirmed ☐ Not confirmed (describe)

I hereby declare that all the information given above is true and correct.

On behalf of: Headwear24 Factory Stamp:

Name of Factory Representative: Evelyn Moku-Audit date: 06-07-2025

Signature: [Signature] Departure Time:

Name of Auditor(s): [Signature] Audit date: 06-07-2025

Signature: [Signature]

If our auditors breach the code of conduct, please contact us immediately. We will send our internal auditor to follow up as soon as possible.

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QIMA Order No.: 8-Cloud-25139406 Audit Date: Aug 06-2025

Factory Name: Headwear24 CMT (Pty) Ltd(70002846)

Factory Address: 174 Coveaway Industrial Park, Green road, Hommersdale

Opening Meeting Participants Information

	Participant	Dept./Title	Contact Tel. No.	Email Address
Auditor Name	Uelshini Suthdeo	Auditor	0843772509	uelshini11@gmail.co
	D. CHARLTON	Factory 2 Manager	0845034222	
Supplier / Factory Representatives	N. NIGRA	Factory 1 Manager	0656499256	
	E. malen	HR Mnggr.	0825503187	

Close Meeting Participants Information

	Participant	Dept./Title	Contact Tel. No.	Email Address
Auditor Name	Uelshini Suthdeo	Auditor	0843772509	uelshini11@gmail.co
	D. CHARLTON	Factory 2 Manager	0845034222	
Supplier / Factory Representatives	N. NIGRA	Factory 1 Manager	0656499256	
	E. malen	HR Mnggr.	0825503187	

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Attendee list

Corrective Action Plan

QIMA Corrective Action Plan					
Client	Headwear24 (Pty) Ltd		QIMA Service Number	R-Cloud-25139406	
Supplier	Headwear24 CMT (Pty) Ltd(F0002846)		Auditor(s)	Veloshni Sukhdeo	
Factory	Headwear24 CMT (Pty) Ltd(F0002846)		Date	06-Aug-2025	
Industry	Textile, Apparel, Footwear & Accessories		Country/Region	South Africa	
Audit Type	EA/Announced				
Item No	Result	Finding	Corrective Action Plan	Factory Completion Date	Responsible Person
1.1.1	Minor	Risk analysis conducted 11-10-2023. However the risk analysis not reviewed regularly and updated when necessary	Risk analysis is required to be updated regularly	04-Nov-2025	Estelle Malan
1.1.12	Minor	Lavatory and washroom facilities ,clean ,adequate in number and with relevant privacy .135 female-11 toilet pans and 7 wash basins.51 Males -5 toilet pans,3 urinals and 4 wash basins. There were 3 tanker covers and 1 toilet seat cover missing. Building 1-no signage on male and female toilets.	Toilets needs to be separated by gender and well maintained	04-Nov-2025	Estelle Malan
1.3.8	Major	Building 1-no fire alarm Building 2-1 siren	Fire alarms is a requirement	05-Sep-2025	Estelle Malan
1.3.9	Major	No smoke detectors/sprinklers installed in all workshops/ware houses per legal requirements	Smoke detectors/sprinklers is a legal requirement	05-Sep-2025	Estelle Malan

Page 1 of 2

Factory Stamp & Site Representative Signature: 
Date: 06/08/2025

Auditor Signature: 
Date:

Unity Manufacturing (Pty) Ltd
Unit 1, Coveaway Industrial Park
2 Green Road
Hammarisdale
Tel: 031 574 7020