

**MEMO**

**To** 1. A Loots  
General Manager  
Postal Point: P1000

**From** 2. T Aucamp  
Acting Manager, SD  
Postal Point: L600

**Date** 2011-02-08

**Subject** **APPROVAL OF VOLUNTEERISM DURING WORKING HOURS**

**BACKGROUND**

The General Manager, during November 2006, approved the concept of volunteerism to be introduced at Sishen Mine. The volunteerism initiative allows employees to get actively involved in community development initiatives in support of and to strengthen, Sishen's social responsibility programmes.

One of the main drives for 2009 is to improve the quality of educational delivery of all the schools within the mine's sphere of influence. The quality of the outcome of any learning intervention depends on the balance between academic, social and physical development of learners. This is embedded in the saying that a healthy body houses a healthy mind.

It is in this light that sports development and the assistance thereof has been approved by the General Manger as one of the main focus areas of the Sishen Mine's volunteerism initiatives. It is very important that these activities be monitored and managed, ensuring that the timing of volunteering activities do not affect the performance of any production activities.

**APPROVAL OF VOLUNTEERISM**

Part of the process for the approval of any employee to partake in volunteerism actions, is a written request from the institution in need of the service. Kathu Primary School requested that Mr Johan Fourie be allowed to assist the school in all sport events on Tuesdays and Thursdays. Mr Johan Fourie will be allowed a maximum of 4 (four) hours per week, which includes travel time, to assist the Kathu Primary School. Any additional time off has to be discussed with you as his supervisor and be taken as vacation leave.


The request was approved and Mr Fourie is allowed to take time off from work to assist in the participation of sport events.

The following rules apply to the approval of the volunteerism action:

- That the attached volunteerism log sheet be completed for every activity.
- That the log sheet be signed off by the line manager and head of the institution, at which the assistance is given, at the end of every month and submitted on the last Friday of every month to the Sustainable Development Department.
- It is the responsibility of the volunteer to make sure that the times on the log sheet is verified against the SAP gate report.

It must be clearly stated that volunteerism is not a right to which an employee is automatically entitled. Failure to adhere to the above set of rules may result in the withdrawal of the permission or in sever instances, disciplinary action.

It is the responsibility of you, the line manager, to ensure that the timing of the approved activities does not adversely affect the performance of your section, the mine production or provision of services. Therefore you have the authority to, when necessary, refuse time off if the activity at that stage may have an adverse affect on the provision of services or mine production.

**RECOMMEND / NOT RECOMMEND:**  \_\_\_\_\_ 2011/02/11  
T AUCAMP DATE

**APPROVED / NOT APPROVED:**  \_\_\_\_\_ 2011/02/11  
A LOOTS DATE