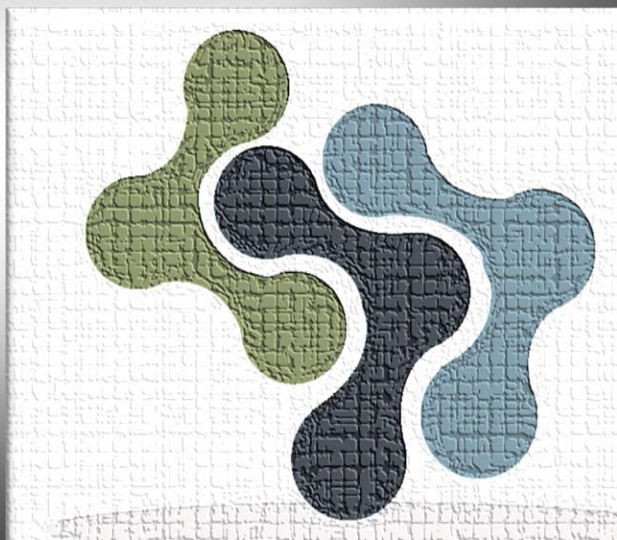


SAFETY, HEALTH AND ENVIRONMENT POLICY



OCEF Engineering
Botswana



OCEF Engineering Botswana

Safety, Health and Environmental Policy

The management of **OCEF Engineering Botswana**, striving for excellence in all we do, recognises the impact that our activities may have on people and the environment.

OCEF Engineering Botswana is established in terms of the Botswana Company Act CAP: 42:01 and its associated regulations. Its core mandate is to install, commission and maintain Power System Protection equipment and High Voltage equipment.

To implement and maintain, as far as is reasonably practicable, the activities of the company in such a manner, as to prevent harm or damage to persons and property respectfully.

Safety, health and protection of the environment will form an integral part of our planning and decision making. We will manage our company, wherever we do business, in an ethical way that strikes an appropriate and well-reasoned balance between economic, social and environmental needs.

We are committed to:

- Conducting our business with respect and care for people and the environment
- Responsible utilisation of natural resources
- Continually improving our safety, health and environmental performance
- Complying, as a minimum, with all applicable legal and other agreed requirements namely the factories Act 1978, Mines ,Quarries, Works and Machinery Act 1978, EIA Act, Waste Management Act 1998, Atmospheric Pollution (Prevention) Act 1971 and other international regulations
- Promoting dialogue with stakeholders about safety, health and environmental performance
- Develop, maintain and ensure continual improvement of systems in compliance with ISO 9001:2007, ISO 14001:2004 and OHSAS 18001:2007 requirements;

We will achieve these by:

- Implementing safety, health, environmental management system
- Informing and appropriately training all employees and contractors on safety, health and environmental matters
- Responding effectively to safety, health and environmental emergencies involving our actives and products

- As far as reasonably practicable, providing appropriate resources required to implement the above
- Ensure that the health, safety and environmental policy is reviewed by Management and the recognised Trade Union Committee at periods not exceeding three years from the effective date or by a date set by the Director.

Name: Onkokame Moeng.

Signature: 

MANAGING DIRECTOR

Executive Management Involvement

1. Responsibilities

1.1 The Director is responsible for promoting health and safety in the company. The day to day management of health and safety on the premises, site and elsewhere is delegated to the persons in charge of the work in accordance with our company structure which is set out at Appendix 1. The responsibility of safe conduct of work cannot be delegated to others.

1.2 The Director is responsible for the health and safety matters in the company. Where difficulties arise in the maintenance of safe working conditions, or practices, reference must be made to Director, who then has the responsibility for ensuring that sufficient authority is given to enable safe conditions and practices to be maintained.

1.3 It is the responsibility of our employees to use machinery, equipment, transport, hazardous substances and safety equipment in accordance with the training and instructions given.

1.4 Employees must inform the Director of any dangerous situations or shortcomings in the company's health and safety arrangements so that any necessary remedial action may be taken.

2. Health and Safety advice

2.1 The company has appointed The Director, as the Company's Health and safety Manager. He is nominated as competent person for the purpose of assisting the Company to undertake necessary measures to ensure compliance with statutory provisions.

2.2 In order to obtain specialist advice and up to date information on all health and safety matters, the company retains the services of TADAITJOH Pty Ltd, health and safety consultants as external health and safety advisers and receives regular information and advice through them on health and safety matters. Manuals covering Risk Assessment and files of general health and safety information are maintained in the Office by the Health and Safety Coordinator, and are available for all employees to use.

2.3 Any employee who is in doubt about the safe working practices and procedures should contact the Health and Safety Coordinator.

3. Consultation

3.1 Management will always consider suggestions or comments on ways in which our health and safety performance can be improved. Any such suggestions should be made

to the Director. Employees are encouraged to raise matters of concern that they consider may affect their health, safety or welfare whilst at work.

4. Safety policy monitoring and review

4.1 **OCEF Engineering Botswana** commits to monitoring the effectiveness of this Policy in terms of the use made of it by both management and work force. Review of the safety performance of the Company and the functioning of the Policy is the task of the Director. Annually, he will review the contents of the SHE Policy Statement in liaison with others as necessary, and indicate ways in which our safety performance can be improved.

4.2 Managers, may attend site meetings with clients' or other contractors' representative where health, safety and Environment may be considered. Discussions could include their safety policies, risk assessments, working practices, safety performance or any other related matters covered by legislation.

4.3 The Managers will monitor health and safety standards on our sites to ensure compliance with this Policy, current legislation and guidance. The frequency of site monitoring will depend on the size of the contract and the foreseen hazards. Written reports will, where appropriate, be completed on site and, on completion of the contract, forwarded to the Health and Safety Coordinator for inclusion in the annual policy review. The Company may also, where conditions require, instruct our external advisers to conduct site safety inspections on Company's behalf.

5. Training and information

5.1 It is the responsibility of the Health and safety Coordinator to review the training needs at all levels within the Company at regular intervals. Suitable information, instruction and training will always be provided upon the introduction of the new technology or working methods. He will ensure records of all health and safety training provided to employees are maintained.

5.2 The Company's external safety advisers will offer advice on safety training needs upon request. Safety training will be given to all employees as necessary.

5.3 The Health and safety Coordinator will ensure employees, contractors, and sub-contractors have the necessary competency to carry out work for which they are engaged.

5.4 The Health and safety Coordinator will ensure that all new employees and apprentices are provided with suitable induction training to ensure that they have sufficient information and instruction to comply with Company's health and safety policy and procedures.

5.5 The Manager will provide new employees and those transferring from job to job with suitable site induction training, which will include any hazards and specific health and safety rules applicable to the work to be carried out before putting the person to work.

6. Accidents/Incident Investigation

7.1 Accidents details, however trivial they may appear to be, must always be entered in the Accident Record Book, copies of which are held by the Supervisor on site and at the company offices. The Manager responsible for the work will ensure that each accident book and completed reports are returned to the Health and Safety Coordinator on completion of the contract. Accidents reports will be retained for a period of at least three years.

7.2 The person in charge of the work must report all accidents or dangerous occurrences to the Health and Safety Coordinator by telephone.

7.3 The Health and Safety Coordinator will hold documentation for accidents, dangerous occurrences and notifiable diseases and conditions. Copies of all notifications made on behalf of the Company will be kept for record purposes.

7.4 All accidents and near misses will be investigated by the Supervisor in charge of the work in accordance with the company accident investigation procedures. The Health and Safety Manager and, if necessary our insurers will carry out investigations of serious accidents and dangerous occurrences. Where appropriate the services of our health and safety consultants may be engaged to carry out an independent investigation.

8. Health and Safety Rules

8.1 The Company safety rules are designed to provide basic guidance for safe working practices and procedures that form the Company Policy, and must be strictly adhered to by all employees. Wilful disregard by any employee of any Company safety rules may be considered sufficient cause for immediate dismissal.

9. Work Equipment

9.1 The Company will ensure that all tools and equipment provided for use at work comply with the requirements stipulated in the relevant regulations.

9.2 The Health and safety Coordinator will ensure that all users of products and articles supplied or hired for use at work are provided with relevant information which may be provided by a manufacture/supplier in order to comply with their obligations.

9.3 The Manager shall be responsible for ensuring that all work equipment hired or purchased for use by the employees is suitable for the purpose for which it is to be used.

9.4 The Health and Safety Coordinator will ensure that all portable and transportable electrical equipment is maintained, tested and inspected in accordance with BOBS standards. He will also ensure that adequate records of formal inspection and testing are kept.

10 General hazards, risk assessment and controls

10.1 The Health and Safety Coordinator will carry out an on-going assessment of the risks as required by the Regulations. Where significant risks have been identified on work to be carried out by the Company, a written generic assessment will be available on Appendix 2

10.2 The Manager responsible for the work will make the assessment site-specific, taking into account local risk factors. When appropriate, risk assessments will consider additional risks to any young person who may be employed.

10.3 Where appropriate, clients and others likely to be affected by the work will be provided with a copy of the assessment and/or its significant findings, together with details of the method of work to be followed if appropriate.

10.4 Training will be given to employees where a need is identified by the risk assessment. Employees will be made aware of the findings of the assessment and the required controls measures.

10.5 Any necessary plant, equipment, monitoring, hygiene, welfare facilities, and protective clothing and equipment specified in the risk assessment must be present at the relevant location before the task is carried out.

10.6 Risk assessments may identify the need for medical examinations, or health surveillance. Wherever this is the case the records of any health surveillance, medical or other individual health record which may be required will be kept securely in personnel files held by the Company.

11 Personal Protective Equipment (PPE)

The Company is responsible for providing and ensuring use of the required personal protective equipment. Each work area will be reviewed as to the hazards present, and appropriate PPE to control these hazards will be provided. Wearing jewellery is not recommended within maintenance workshops/substations and any other area where moving parts or equipment is located and/or where chemicals are being used. Consult site safety practices for guidance.

This section establishes the minimum requirements of personal protective equipment to be used. As applicable, equipment complying with OSHA/MSHA/NIOSH/ANSI/SABS/BOBS criteria shall be used.

11.1 Hear Protection

- The wearing of approved, non-conductive, safety hats, classes B or E or above is mandatory in all project areas 100% of the time. Aluminium hard hats are not allowed.
- All PPE shall be visually inspected by the employee before use and after each hazard increasing event which may have adversely affected the PPE.

11.2 Eye and Face Protection

- Safety glasses will be provided by the company and are mandatory at all times. Mirrored and dark safety lenses are prohibited indoors.
- All work areas require 100% eye protection 100% of the time. The company shall ensure that the protective equipment is adequate and effective for the hazard(s) present--for example, a splash shield is not the same as an impact-resistant shield.

Additional eye and face protection shall be worn by employees when:

- Welding, burning or cutting with torches
- Using abrasive wheels, grinders or files
- Chipping concrete, stone or metal
- Working with any materials subject to scaling, flaking or chipping
- Drilling or working under dusty conditions
- Abrasive or water blasting
- Waterproofing
- Working on energized switchboards
- Using explosive-actuated fastening or nailing tools
- Working with compressed air or other gases
- Working with chemicals or other hazardous materials
- Working near any of the operations listed above

11.3 Respiratory Protection

The Company is responsible for protecting employees against harmful air contamination. The following practices detail requirements for respirator use to protect workers against the inhalation of harmful air contaminants in the workplace:

- Development of a written respiratory protection policy for the selection and use of respirators that specifies which respirator to use under specific conditions like **Air supplying and air-purifying respirators**.
- Development and implementation of procedures for medical evaluation of each worker required to use respiratory equipment (Note: Medical clearance is required prior to respirator use). An implemented respirator fit test program which is done at the time a respirator is issued to a worker, and annually thereafter for all "tight fitting" respirators
- Development and implementation of initial and annual training for workers on the proper use and limitations of respirators to be used for routine or emergency

work, with training including respirator selection, functions and limitations of individual respirator types

- Development of fit-check procedures to be taught to each individual required to wear a respirator
- Development of procedures and schedules for cleaning, disinfecting, storing, inspecting, repairing, discarding and otherwise maintaining respirators
- Identification of, and communication on, workplace areas and job-specific tasks requiring respiratory protection to all employees
- Establishment of procedural systems to ensure proper respirator usage is adhered to at all times, including policy of clean shaven faces to ensure proper seal of respirator to face piece.

11.4 Hearing Conservation

Employee hearing will be protected in accordance with this procedure and accepted hearing conservation measures. The hearing conservation program will include:

- A written hearing conservation plan
- Conducting a determination of job assignments that could expose a worker to noise levels above 85 dB over an 8-hour Time Weighted Average (TWA), with hearing protection required wherever 85 dB is exceeded. Note that double hearing protection is required to be provided to workers who are exposed to noise levels at or above 105 dB
- Implementing feasible engineering and administrative controls to reduce employee exposures to 85 dB or less
- Training on the effects of noise exposure and the proper use of earplugs and earmuffs
- Provisions for, and enforcement of, the use of adequate earplugs or earmuffs for employees who work in areas exceeding 85 dBA. Pre-exposure baseline and annual audiometric hearing tests for all workers exposed to noise at or above 85 decibels (dB) as a Time Weighted Average (TWA) of 8 hours.

11.5 Safety Shoes

Steel-toed work boots/shoes that meet SABS/BOBS standard, or equivalent international standard, are required. Bare feet, tennis shoes, sandals, Docksidors, Hush Puppies or other footwear that doesn't meet the standard of steel-toed work boots are prohibited. Metatarsal protection shall be worn for certain operations, specifically when operating tamping equipment and where employees handle or carry heavy tools or objects.

11.6 Gloves and Hand Protection

Appropriate gloves shall be provided and worn when handling hazardous objects or substances that could cut, tear, burn, be absorbed through the skin or otherwise injure the hands or health of workers. For live electrical works approved rubber gloves are a necessity.

Note: Personal protective equipment shall be destroyed if it has been altered in any manner so as to reduce its effectiveness.

12 Fire Protection

The Health and safety Coordinator is responsible for fire and emergency precautions and assessments in the Company Office. He shall ensure the following:

- Identification of potential fire hazards in the premises
- Identification of people who may be at risk
- Evaluation of the risk
- Production of a written emergency plan to improve, reduce or control the risk
- Ensuring an adequate means of escape in the event of a fire
- Ensuring that escape routes are kept clear
- Sufficient fire fighting appliances are available and properly maintained
- An adequate means of warning in the case of a fire is available
- Provide suitable information, instruction and training to staff
- All electric power tools, devices (portable heaters), etc., shall be inspected prior to use on site to include insulation, grounding, plugs, casings, etc., and shall be marked according to site protocols to indicate a current inspection for use.
- Temporary fire fighting or fire protection equipment shall be replaced immediately after use and shall be removed upon completion of the project.
- Fire extinguishers will be visually inspected and documented monthly. Defective units are to be taken out of service. A current inspection tag will be displayed on each extinguisher. Each extinguisher will have an annual inspection and certification by a qualified individual.

The Manager responsible for the work will ensure that adequate fire fighting equipment is available on site. He will liaise with the Client to ensure that adequate fire and emergency procedures are in place before the start of the contract.

13 Environmental Standards

The Company shall comply with ISO 14001 and all relevant and applicable local laws and permits. The following shall be complied with among others:

- The company will properly label, accumulate and dispose of all waste materials generated from its activities in accordance with site procedures or guidance. In no case may a contractor transport or dispose of a waste off-site. The contractor must coordinate all disposal activities with the Environmental Department.
- No waste transporters, disposers, recyclers or scavengers will be allowed on site without prior approval from the Environmental Department.
- No material is to be abandoned at the site. If material is found at the site, the contractors will be responsible for all expenses involved in collecting, managing, and disposing of the materials abandoned.
- In no case shall a new chemical product or material be used on site until a *Material Safety Data Sheet* (MSDS) and *Product Approval Form* have been submitted and approved by the Environmental and Health/Safety Departments. When approved, it must be properly labelled and have the appropriate MSDS. Un-used material must be removed by the company from the site when the job is complete.
- The Company shall not allow discharges to drains and/or sewers without prior written approval from the Environmental Department.

- Shall take reasonable steps to prevent any release or spills of hazardous materials.
- Shall immediately notify the Environmental Department, project engineer and/or area supervisor of any spills, releases or other environmental incidents.
- All employees must be properly trained and competent to perform the assigned work and tasks, including the proper handling of materials and equipment, proper response to incidents involving its material and general information relating to the site's Environmental Policies. Training documentation must be provided to the Environmental Department prior to commencing work.
- Must obtain, prior to commencing work, all necessary environmental approvals or permits and provide copies of such permits/approvals to the Environmental Department.
- Trash, rubbish and non-hazardous waste receptacles with lids (dumpsters) shall be placed around the site for collection of waste materials. Good housekeeping shall be maintained in an on-going manner by the company. Accumulation of trash, debris, construction materials, waste, etc. is strictly prohibited.
- No persons shall be allowed to eat, drink or smoke where chemicals, hazardous material or waste material is present.

14. Company Vehicles

The Company will maintain company vehicles at intervals recommended by the manufactures. Drivers are responsible for reporting any defects that are hazardous to passengers or could render the vehicle roadworthy. It is the driver's responsibility to ensure that loads are properly secured and the vehicle is not overloaded. Drivers of company vehicles are expected to drive in a safe and considerate manner. Drivers who fail to comply with the Road Traffic act will be subject to disciplinary action.

Under no circumstances must hand-held mobile telephones be used whilst driving a company vehicle. All drivers must pull over the side of the road and switch off the engine before either answering or making calls. Hands-free kits may be used at the driver's discretion but calls should be kept as short as possible and drivers should not allow themselves to be distracted.

15 Smoking

In accordance to The Control of Smoking Act 1992, it is the policy of this company that all employees have a right to work in a smoke-free environment.

Smoking is prohibited in all enclosed and substantially enclosed premises in the workplace and in company vehicles.

It is expected that other employers or persons controlling premises where company employees may be working will comply with their duty in enforcing this legal requirement. Employees should contact the Manager responsible where the prohibition is not being observed.

16 Information for employees and others

Other contractors and clients will be given a copy of this policy statement on request.

Employees will be asked to read this Policy Statement on joining the Company as part of their induction training. Their attention will also be drawn to the generic risk assessment system.

Employees will be advised by the Manager responsible for the work of risks drawn to the Company's attention by other employers sharing a particular workplace.



Elle & B Investments(Pty) LTD

POLICY NAME; HIV/ AIDS POLICY	EFFECTIVE DATE: 22/01/2014	ORIGINATOR: D D MONTSHIWA

1. INTRODUCTION

This Policy and Procedure aims at addressing the problem of Human Immune Deficiency Virus/Acquired Immune Deficiency Syndrome (HIV/AIDS) at **OCEF Engineering Botswana**. In formulating this document, due cognisance has been given to the existing Botswana National Policy on HIV/AIDS approved and adopted by Government through Presidential Directive CAB 35/93 dated 17 November 1993.

2. Scope

This policy applies to all Company employees.

3. OBJECTIVE

The objective of the policy is to continually guide and direct the coordination of the Company response to the epidemic as well as the implementation and effective management of programmes aimed at:

- Preventing HIV/AIDS infections and transmissions.
- Reducing the prevalence of HIV/AIDS related diseases.
- Mitigating the impact of the HIV/AIDS epidemic on employees
- Empowering employees at all levels with knowledge, attitudes and skills for managing HIV/AIDS at the individual, family and workplace levels.
- Empowering employees with knowledge, attitudes and skills for risk analysis, risk assessment, and risk management for health promotion through efficacy in behaviour modification and change.

- Ensuring confidentiality and protection of both those infected and affected employees and their immediate family members.
- Facilitating access by employees to protection and early detection of HIV infection.
- Protecting all employees who are HIV positive against any form of discrimination or stigmatisation practices.

4. RESPONSIBILITIES

- The **Director** shall authorise this Policy and Procedure for implementation.
- **The Director** assign the review of current programme initiatives to identify strengths, gaps, and opportunities, including best practice and lessons learned, to facilitate selection of areas for scaling up interventions, for maximum coverage.
- The **Managers** are charged with the responsibility of ensuring that staff members are aware of and access the programmes in place.
- **Managers** must facilitate the implementation of this Policy and procedure as well as the human capacity development requirements for responding to the epidemic.
- **All employees** shall ensure that they are conversant with and adhere to the provisions of this Policy and Procedure document.

5.0 STATEMENT OF COMMITMENT TO POLICY IMPLEMENTATION

- The Company fully endorses the principles of Botswana National Policy on HIV/AIDS.
- HIV/AIDS testing shall not be part of the medical examinations
- Employees are not obliged to declare their HIV/AIDS status to the Company
- The HIV/AIDS programme shall form part of the new employee's induction programme in order to sensitise staff on initiatives undertaken by the Corporation and problems relating to the HIV/AIDS scourge.
- Being HIV/AIDS positive will not deem an employee unfit for employment, nor will it form a basis for dismissal from employment.
- An employee who is HIV/AIDS positive will be treated the same as any other employee with regard to training, promotion, transfer etc.
- An employee who refuses to work with another employee under suspicion of being HIV positive shall be disciplined.
- Employees with HIV/AIDS related illnesses will follow the normal sick leave allocation.
- Employees who are HIV/AIDS positive shall fulfil their responsibility to protect others from infection failing which Section 11 of the Public Health Act.

6.0 MAIN ACTIVITIES

This Policy and Procedure shall be implemented by including the following activities;

- **INFORMATION DISSEMINATION**

The provision of information, education, and counselling on primary prevention through risk reduction behaviour skills and practices, including behavioural change through workshops, seminars, written literature, audio and video as well as electronic media on a regular basis.

- **RISK MANAGEMENT AND FIRST AID**

Where there may be an occupational risk of acquiring or transmitting HIV infection, appropriate precautionary measures should be taken to reduce such risk, including clear and accurate information and training by trained personnel on the hazards and procedure for safe work. All Company sites must comply with the Universal Precautionary Measures for preventing cross infection from one person to the other by ensuring that:

- All vehicles and work sites are equipped with First Aid Kits, with material to cover wounds where an employee is wounded at work, such as bandages, gauze, cleaning antiseptics, surgical gloves, disinfectants and antibiotics.

- **TREATMENT AND COUNSELLING**

Access by eligible employees to treatment including ARV, care, and counselling and psychosocial support shall be arranged by the Director.

- **PROVISION OF CONDOMS**

Condoms shall be made available to staff at accessible points with literature on the proper use of the condom and how to discard used condoms.

POLICY NAME; Coronavirus - COVID 19 POLICY	EFFECTIVE DATE: 22/01/2021	ORIGINATOR: D D MONTSHIWA

1. INTRODUCTION

This company policy includes the measures we are actively taking to mitigate the spread of coronavirus. You are kindly requested to follow all these rules diligently, to sustain a healthy and safe workplace in this unique environment. It's important that we all respond responsibly and transparently to these health precautions, we assure you that we will always treat your private health and personal data with high confidentiality and sensitivity.

This coronavirus (COVID-19) company policy is susceptible to changes with the introduction of additional governmental guidelines. If so, updates will be communicated promptly by email and on notice boards and through line managers and supervisors.

2. SCOPE

This coronavirus policy applies to all of our employees who physically work in our office(s). We strongly recommend to our remote working personnel to read through this action plan as well, to ensure we collectively and uniformly respond to this challenge.

3. POLICY ELEMENTS

Here, we outline the required actions employees should take to protect themselves and their co-workers from a potential coronavirus infection.

Sick leave arrangements:

- If you have cold symptoms, such as cough/sneezing/fever, or feel poorly, request sick leave or work from home.
- If you have a positive COVID-19 diagnosis, you can return to the office *only after* you've fully recovered, with a doctor's note confirming your recovery.

Work from home requests:

- If you are feeling ill, but you are able to work, you can request to work from home.
- If you have recently returned from areas with a high number of COVID-19 cases (based on The Government & Ministry Of Health, through the Director Of Health

Services announcements), we'll ask you to work from home for 14 calendar days, and return to the office only if you are fully asymptomatic. You will also be asked not to come into physical contact with any colleagues during this time.

- If you've been in close contact with someone infected by COVID-19, with high chances of being infected yourself, request work from home. You will also be asked not to come into physical contact with any colleagues during this time.
- If you're a parent and you have to stay at home with your children, request work from home. Follow up with your manager or departmental leader to make arrangements and set expectations.
- If you need to provide care to a family member infected by COVID-19, request work from home. You'll only be permitted to return to the office 14 calendar days after your family member has fully recovered, provided that you're asymptomatic or you have a doctor's note confirming you don't have the virus. You will also be asked not to come into physical contact with any colleagues during this time.

Travelling/commuting measures:

- All work trips and events – both domestic and international – will be cancelled/postponed until further notice.
- In-person meetings should be done virtually where possible, especially with non-company parties (e.g. candidate interviews and partners).
- If you normally commute to the office by public transportation and do not have other alternatives, you can request to work from home as a precaution.
- If you are planning to travel voluntarily to a high-risk country with increased COVID-19 cases, we'll ask you to work from home for 14 calendar days. You will also be asked not to come into physical contact with any colleagues during this time.

General hygiene rules:

- Wash your hands after using the toilet, before eating, and if you cough/sneeze into your hands (follow the 20-second hand-washing rule). You can also use the sanitizers you'll find around the office.
- Cough/sneeze into your sleeve, preferably into your elbow. If you use a tissue, discard it properly and clean/sanitize your hands immediately.
- Open the windows regularly to ensure open ventilation.
- Avoid touching your face, particularly eyes, nose, and mouth with your hands to prevent from getting infected.

- If you find yourself coughing/sneezing on a regular basis, avoid close physical contact with your co-workers and take extra precautionary measures (such as requesting sick leave).

POLICY NAME; ENVIROMENTAL POLICY	EFFECTIVE DATE: 22/03/2022	ORIGINATOR: D D MONTSHIWA

OCEF Engineering Botswana works to generate benefits for its shareholders and those participating or collaborating in its activities. Its conduct is governed by sustainability criteria and the desire to serve society, as **OCEF Engineering Botswana** recognizes its role in society's development and progress.

All **OCEF Engineering Botswana** employees involved in management at any level contribute to sustainability through their firm commitment to pollution prevention, environmental conservation and the preservation of biodiversity, the promotion of energy efficiency and climate change management, which is formalized through this Environmental Policy.

OCEF Engineering Botswana's Directors and Management aspirations and its global commitment influence, as in other company activities, environmental actions, an area in which **OCEF Engineering Botswana** also aims to be a benchmark.

This Policy is derived from the **OCEF Engineering Botswana** SHE Policy and Environment Master Plan, which establishes the strategic framework and model for the company's various initiatives with regard to security and environmental management.

OCEF Engineering Botswana's environmental commitment is based on three fundamental pillars: integrating the environment into the business, developing environmental management initiatives and promoting environmental responsibility in the company.

INTEGRATING THE ENVIRONMENT INTO THE BUSINESS

- Integration of environmental criteria: in the risk analysis and decision making processes for business, investment, merger and acquisition operations; in supply chain and supplier management; in the management of real estate and in other processes that may have impacts related to the environment, energy and/or climate change.
- Development of products and services that contribute to the improvement of environmental risk management, sustainable energy consumption and the reduction of greenhouse gas emissions.

ENVIRONMENTAL MANAGEMENT

- Compliance with the applicable legislation in force, as well as other voluntary commitments, and adoption of measures for continuous improvement through the development of an Integrated Environmental, Energy and Climate Change Management System. This system will set periodic objectives whose fulfilment can be verified by performing audits, and will include the necessary information and resources to achieve its annual objectives and goals. This document acts as the reference framework for establishing and reviewing these objectives and goals.
- Rational use of resources in order to reduce its carbon footprint, by controlling its resources so as to minimize the consumption of water, paper and energy, reduce waste generation and encourage recycling, through the implementation of best environmental, energy and eco efficient practices, as well as promoting the use of renewable energy and offsetting greenhouse gases emissions.

PROMOTING ENVIRONMENTAL RESPONSIBILITY IN THE COMPANY

- Promotion of an environmental culture and awareness among its personnel, to which the necessary training will be provided as appropriate. This culture and awareness are deemed the responsibility of all employees and, consequently, each and every one of them must perform their activities in accordance with existing environmental regulations and procedures.
- Availability of resources for employees to participate in the achievement of the goals set by **OCEF Engineering Botswana** regarding environmental management, energy efficiency and climate change mitigation and adaptation processes, thus contributing to sustainable development.
- Development of initiatives that aim to achieve greater company awareness of environmental, energy and climate change issues through awareness raising and outreach activities aimed at various groups, as well as the inclusion of these issues in our value chain.
- Contribution to research, development and dissemination of scientific and technological knowledge focused on environmental conservation, the preservation of biodiversity and energy resources, and the response to climate change, as well as our participation in national and international Environmental Policy bodies and forums which promote and support the development of related initiatives.

This Policy is mandatory throughout **OCEF Engineering Botswana**. It will be provided to all individuals working for or representing **OCEF Engineering Botswana**, and is also available for business partners.

OCEF Engineering Botswana's SHE Manager and SHE Committee Members are responsible for promoting the development and implementation of this Policy, as well as ensuring compliance, dissemination and periodic revision.

Appendix 1(Company Structure)

