



## ZAMANI CHEMICALS

# BUSINESS ETHICS / ETI BASE CODE DECLARATION

Zamani Chemicals is a toll manufacturer and bulk pre-mixer of detergent chemicals for FMCG companies in South Africa. Other modular services include conversion; sifting/sieving; decanting; rework; willing/crushing; and packing.

It is the expressed Business Ethics policy of Zamani Chemicals (Pty) Ltd to abide by Business Ethics/ ETI Base Code in that:

- Unilever, as our major customer, is a member of Sedex Members Ethical Trade Audit (SMETA) and through independent audits expects Zamani Chemicals, as its supplier, to adopt and implement a SMETA 4-pillar Measuring Criteria which covers the mandatory 2-pillars of Labour Standards and Health and Safety as well as the additional options of Environment and Business Ethics.
- As Zamani Chemicals, we conduct our business ethically without bribery, corruption, or any type of fraudulent Business Practice.
- At minimum, we meet the requirements of local and national laws related to bribery, corruption, or any type of fraudulent Business Practices.
- Where it is a legal requirement, we are able to demonstrate that we comply with all fiscal legislative requirements.
- We have a transparent system in place for confidential reporting, and dealing with unethical Business Practice without fear of reprisal towards the reporter.
- Zamani Chemicals has a Business Ethics policy, covering bribery, corruption, or any type of fraudulent Business Practice. This site has a designated person responsible for implementing standards concerning Business Ethics/ETI Base Code known as a "**Business Ethics/ ETI Base Code Officer**".
- Zamani Chemicals, and this site, has relevant licenses and permits in place for correct and legal practice of our business operations. We also keep records of any prosecutions, recommendations and inspections from local bodies and these we ensure that they are acted upon speedily.
- As a supplier, we ensure that the staff whose job roles carry a higher level of risk in the area of ethical Business Practice e.g. sales, purchasing, logistics, are trained on what action to take in the event of an issue arising in their area – and to inform the business in order to inform the customer – and for our customers to flag such.
- All our suppliers should ensure that the staff whose job roles carry a higher level of risk in the area of ethical Business Practice e.g. sales, purchasing, logistics are trained on what action to take in the event of an issue arising in their area – and to flag such to us as the customer where such unethical Business Practice is detected.
- We require all third parties, including suppliers, to also implement anti-bribery and anti-corruption – and such shall be stated as a requirement in contracts with recruitment agents and other suppliers of this site.

**Persons who discovers or suspects fraud, malpractice, bribery, corruption or other impropriety must report it immediately to below contact details:**

Email: info@zamani.co.za  
Zamani Chemicals HR / Finance: 011 914 1941/61  
Nearest Police Station: 0119646000

THE IMPLEMENTATION OF THE ABOVE IS THE RESPONSIBILITY OF EACH INDIVIDUAL PERSON, CLOSED CORPORATION OR COMPANY EMPLOYED BY ZAMANI CHEMICALS TO CONDUCT THEIR BUSINESS (AND THE BUSINESS OF ZAMANI CHEMICALS) ETHICALLY AND WITHOUT BRIBERY, CORRUPTION, OR ANY TYPE OF FRAUDULENT BUSINESS PRACTICE.

03 March 2022

**Louis Sithole (Managing Director)**

**Date**

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## ZAMANI CHEMICALS

# HUMAN RIGHTS DECLARATION

Zamani Chemicals is a toll manufacturer and bulk pre-mixer of detergent chemicals for FMCG companies in South Africa. Other modular services include conversion; sifting/sieving; decanting; rework; willing/crushing; and packing.

It is the expressed Human Rights policy of Zamani Chemicals (Pty) Ltd to abide by universal human rights in that:

- We adopt, implement and constantly measure Universal Rights covering UNGP (including the Republic's Constitution and Bill of Rights) to increase the extent to which each of our sites understand and manage our human rights impacts. Zamani Chemicals has a policy, endorsed at the highest level, covering human rights impacts and issues and ensure it is communicated to all appropriate parties, including our suppliers. This site has a designated person responsible for implementing standards concerning Human Rights known as a "**Human Rights Officer**". We have identified our stakeholders, their impact and salient issues. We strive to measure our direct, indirect and potential impacts on stakeholders' (rights holders) Human Rights. Where this site has an adverse impact on Human Rights within any of our stakeholders, we shall address these issues and enable effective remediation. We have a transparent system in place for confidentiality reporting, and dealing with human rights impacts without fear of reprisals towards the reporter. Some of these Universal Human Rights include, but not limited to:
- **Right to Freely chosen employment** – where there is no forced, bonded or involuntary prison labour. Workers are not required to lodge "deposits" or their identity papers with the employer and are free to leave the employer after reasonable notice.
- **Right to Freedom of association** – where workers, without distinction, have the right to join or from trade unions of their own choosing and to bargain collectively. As the employer, Zamani adopts an open attitude towards the activities of trade unions and their organisational activities. Workers' representatives are not discriminated against and have access to carry out their representative functions in the workplace.
- **Right to Health and Safety** – where a safe and hygienic working environmental shall be provided, bearing in mind the prevailing knowledge of the industry and of any specific hazards. Adequate steps shall be taken to prevent accidents and injury to health arising out of, associated with, or occurring in the course of work, by minimising, so far as is reasonably practicable, the causes of hazards inherent in the working environment.
- **Right to protected Child Labour** – where there shall be no new recruitment of children under age.
- **Right to Wages and Benefits** – where all workers shall be paid wages and benefits for work performed and provided with written and understandable information about their employment conditions in respect to wages before they enter employment and about the particulars of their wages for the pay period concerned each time that they are paid.
- **Right to protected Working Hours** – where working hours, excluding overtime, shall be defined by contract and shall not exceed 48 hours per week.
- **Right to No Discrimination** – where there is no discrimination in hiring, compensation, access to training, promotion, termination or retirement based on race, caste, national origin, religion, age, disability, gender, marital status, sexual orientation, union membership or political affiliation.
- **Right to Regular Employment** – where, to every extent possible, work performed must be on the basis of recognised employment relationships established through national law and practice.
- **Right to No Harsh or Inhumane Treatment** – where physical abuse or discipline, the threat of physical abuse, sexual or other harassment and verbal abuse or other forms of intimidation shall be prohibited. To provide access to a confidential grievance mechanism for all workers.

THE IMPLEMENTATION OF THE ABOVE IS THE RESPONSIBILITY OF EACH INDIVIDUAL PERSON, CLOSED CORPORATION OR COMPANY EMPLOYED BY ZAMANI CHEMICALS TO PROVIDE DECENT WORK AND RESPECT HUMAN RIGHTS.

03 March 2022

Louis Sithole (Managing Director)

Date

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## ZAMANI CHEMICALS

# ENVIRONMENTAL DECLARATION

Zamani Chemicals is a toll manufacturer and bulk pre-mixer of detergent chemicals for FMCG companies in South Africa. Other modular services include conversion; sifting/sieving; decanting; rework; willing/crushing; and packing.

It is the expressed Environmental policy of Zamani Chemicals (Pty) Ltd to abide by local and national environmental standards in that:

- Zamani Chemicals accepts the responsibility to be aware of the significant environmental impact of our site and its processes with regards to environmental contamination and emission which may lead to pollution.
- As a business, at minimum, we meet the requirements of local and national laws related to environmental standards.
- Where it is a legal requirement, as a business we are able to demonstrate that we have relevant valid permits including for use and disposal of resources e.g. water, waste, chemical waste, etc – which we extend to third parties (where applicable).
- Zamani Chemicals is committed to being aware of each of our end clients' environmental standards/ code requirements – and where required, we commit this site to record its use of environmental resources, the use and discharge of natural resources on a continuous basis e.g. energy use, water use and disposal, waste and emissions to air.
- This site has a designated person responsible for coordinating the site's efforts to improve Environmental performance known as a **"SHEQ 16.2 Officer"**.
- We shall make continuous improvements in our environmental performance. Including environmentally friendly best practices e.g. switching off lights or machinery when not needed.
- We have available for review environmental certifications and environmental management process documentation – including waste disposal schedules and chemicals waste disposal landfill verification at least annually – and we keep our third parties and suppliers accountable so as to check that they have all legally required permits and licences to operate.

THE IMPLEMENTATION OF THE ABOVE IS THE RESPONSIBILITY OF EACH INDIVIDUAL PERSON, CLOSED CORPORATION OR COMPANY EMPLOYED BY ZAMANI CHEMICALS TO PROTECT LAND RIGHTS AND CONSERVATION OF THE ENVIRONMENTAL BY MINIMISING CONTAMINATION AND EMISSION THAT MAY LEAD TO POLLUTION.

03 March 2022

**Louis Sithole (Managing Director)**

**Date**

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## ZAMANI CHEMICALS

# HEALTH & SAFETY DECLARATION

Zamani Chemicals is a toll manufacturer and bulk pre-mixer of detergent chemicals for FMCG companies in South Africa. Other modular services include conversion; sifting/sieving; decanting; rework; willing/crushing; and packing.

It is the expressed Occupational Health & Safety policy of Zamani Chemicals (Pty) Ltd to abide by national and international health and safety standards in that:

- All visitors should observe our health and safety code of conduct. This includes getting full compulsory induction on your first day of visit and a repeat induction every 3 months; reverse parking for motorists; walking on zebra crossing in the parking lot for pedestrians; walking on green lines inside the factory; observing and giving way to moving machines i.e. forklift trucks; wearing of appropriate PPE for contractors and visitors requiring access to the factory's production and storage area – including safety shoes and dust masks; noting emergency exits and assembly points for emergency evacuation and fire drills; having a correct visitor's card displayed throughout your visit.
- We shall provide a safe and hygienic working environment, bearing in mind the prevailing knowledge of the industry and of any specific hazards. Adequate steps shall be taken to prevent accidents and injury to health arising out of, associated with, or occurring in the course of work, by minimising, so far as is reasonably practicable, the causes of hazards inherent in the working environment. This site has a designated person responsible for implementing standards concerning occupational health and safety known as a "SHEQ 16.2 Officer".
- Primary prevention is accomplished by reducing health and safety risks. In the occupational setting, including here at Zamani Chemicals, this is mostly done by reducing the level of exposure. As the risk is reduced so is the adverse consequence. Such risks reductions are managed by occupational health and safety good practices – and personal health and safety precautions by extension.
- Zamani Chemicals shall carry out a full business-wide risk assessment annually – including risk assessment in the area of "physical risks" causing injuries: like accidents, horse-riding/playing, improper use of tools, negligence, etc; "chemicals risks" causing occupational diseases: like hazardous chemicals exposure and contact, dust, noise, etc; "mechanical risks" causing work accidents and injuries: like lockout, incorrect use of tools and machinery, no-use of PPE, etc; "ergonomic risks" causing occupational discomforts: like improperly designed tools or work areas, repetitive motions, ventilation, illumination/light, etc; "biological risks" causing long-term illnesses and or reaction: like allergies, chronic medical condition, etc; "psychosocial risks" causing stress and fatigue: like lack of control over work, inadequate rest, inadequate personal support, substance abuse, indebtedness, domestic problems, etc.
- The risk assessment shall (1) identify any potential and actual risk and or hazard (chemicals, mechanical, ergonomic, biological, psychological, etc); (2) consider the availability or the need for control measures; (3) look for any early signs of occupational diseases and work-related accidents in the long run; (4) mitigate and address the risk through best practices awareness and implementation; (5) educate workers on health and safety best practices including personal benefits for consistent practices like the use and maintenance of PPE; (6) discuss with workers all matters relating to occupational and personal safety and solicit their input; (7) advise management regarding the need for control measures and the need to investigate some occupational health and safety problems that require consultation with other members in the occupational health and safety sector; (8) put up health and safety signs; and (9) advise management on the implementation of occupational health and safety legislation in the workplace.
- Workers shall receive regular and recorded Health & Safety training and such training shall be repeated for new or reassigned workers – including health and safety inductions and regular toolbox talks.

THE IMPLEMENTATION OF THE ABOVE IS THE RESPONSIBILITY OF EACH INDIVIDUAL PERSON, CLOSED CORPORATION OR COMPANY EMPLOYED BY ZAMANI CHEMICALS TO PROVIDE FOR THE HEALTH AND SAFETY OF PERSONS AT WORK IN CONNECTION WITH THE USE OF CHEMICALS, PLANT/FACTORY AND MACHINERY AND TO PROVIDE FOR MATTERS CONNECTED THEREWITH.

03 March 2022

Louis Sithole (Managing Director)

Date

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**ZAMANI CHEMICALS**

# QUALITY DECLARATION



Zamani Chemicals is a toll manufacturer and bulk pre-mixer of detergent chemicals for FMCG companies in South Africa. Other modular services include conversion; sifting/sieving; decanting; rework; willing/crushing; and packing.

It is the expressed Quality policy of Zamani Chemicals (Pty) Ltd to abide by international quality standards in that:

- We render services and supply products which fully meet the requirements agreed upon both within and external to the company.
- We ensure that the client's needs and expectations are established and agreed upon prior to the provision of any services and / or work being performed and meeting the agreed upon needs.
- We maintain statutory and regulatory requirements and in so doing enhance the company's image through commitment to these.
- We continually evaluate the quality system to prevent the supply of non-conforming products and / or services.
- We commit to satisfy the requirements of ISO 9001:2015 and to the continual improvement of the organization's overall performance and the Quality management system.
- We involve employees to enable the organization to use their skills and knowledge to achieve its objectives more effectively.
- We establish target driven objectives, in so doing enhancing continual improvement and customer satisfaction.
- We review our Quality Policy as well as the Targets and Objectives during annual management reviews.
- This site has a designated person responsible for implementing standards concerning Quality known as a "SHEQ 16.2 Officer".

THE IMPLEMENTATION OF THE ABOVE IS THE RESPONSIBILITY OF EACH INDIVIDUAL PERSON, CLOSED CORPORATION OR COMPANY EMPLOYED BY ZAMANI CHEMICALS TO PROVIDE GOODS, SERVICES OR CARRY OUT WORK.

**03 March 2022**

**Louis Sithole (Managing Director)**

**Date**

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**ZAMANI CHEMICALS**

# COVID-19 POLICY

## TO ALL EMPLOYEES

1. An employee who has tested positive for the virus will under no circumstances come to the office at any time prior to the return-to-work date (Isolation Period) set by the medical health professional. Should an employee not do so, the appropriate disciplinary action will be taken upon the employee's return to work and/or may lead to the employee's dismissal.
2. An employee who feels sick whilst at home will not come to work and will seek medical advice before returning to work. Section 22 of Basic Conditions of Employment Act (BCEA) still applies in that the employee can stay at home for two days if sick without producing a sick note. Should the employee wish to self-medicate and/or self-quarantine beyond the two days it will be no work no pay or annual leave has to be taken. Should this occur twice in an eight-week period the employee will have to produce a sick note for every day off work claiming to be sick.
3. Payment will only be done upon presentation of a valid sick note indicating that the employee is booked off sick. The electronic message from the Pathology Laboratory indicating a positive result is to be sent to the relevant Supervisor/Line Manager, to ensure that the employee's salary is paid. This is for the reason that the employee might not have received a sick note from a doctor at this stage. The employee is expected to show PDF results from the Pathology Laboratory on the first day of work after isolation period, if unable to send while at home.
4. An employee who has been in contact with a person who tested positive subsequent to their contact will immediately seek medical advice or self quarantine. A medical certificate from a medical practitioner must be submitted for the absence of three consecutive days.
5. It is the employee's responsibility to immediately, when feeling sick during working hours, leave the office; inform management and ensure that the required distance with other employees is kept when doing so.
6. Should an employee not immediately inform management that he/she has been in contact with a person who tested positive and come to work, therefore possibly exposing colleagues, the appropriate disciplinary action will be taken.
7. Should an employee be instructed by a medical professional to self-quarantine, it will be no work no pay or annual leave for the quarantine period.
8. Should an employee contract the virus, the period of absence due to illness will be remunerated as sick leave. The employee must forward the communication sent by Pathology Laboratory indicating a positive result to the relevant Supervisor/Line Manager to ensure the employee's salary is paid. The reason is that the employee will or might not be able to forward a sick note from the Doctor. Upon employee's return to work, the person is still expected to show the PDF Pathology Laboratory results. Should they not indicate the same forwarded message sent prior, the paid days will be reversed, and disciplinary action will take place.
9. Should an employee visit a known virus hotspot for whatever reason, management can instruct that employee to self-isolate with the no work no pay principle or annual leave being applied upon their return.
10. Should an employee claim that he/she contracted the virus in the workplace. They are to claim from the UIF. Prior to doing so, the claim will be investigated to determine probabilities. If found to be "true" a COID W.CI.2, Employers Report Of An Accident Form will be completed by Management and submitted to the Compensation Commissioner to adjudicate.
11. Disciplinary action may be taken against an employee who wilfully does not adhere to the health and safety protocols.
12. Employees are advised to adhere to the national regulations and guidelines as promulgated by government also when not at work.
13. It is still the employee's responsibility to inform the relevant Supervisor/Line Manager daily should the employee be absent from work.
14. All employees will follow the safety protocols, when employees are at the workplace, the following conditions must be met:
  - Washing and disinfection of hands.
  - Wearing of masks
  - Record keeping of persons entering the workplace.
  - Maintaining social distance (at least 1,5 meters)
  - Assuring good ventilation must be strictly complied with.

**03 March 2022**

**Zanele Sithole (HR)**

**Date**

**DOC NO:**

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