

HUMAN RESOURCES AND LABOUR POLICY

BioTherm Energy (Pty) Ltd has defined its Human Resources and Labour policies for the Project's labour, covering BioTherm Energy (Pty) Ltd personnel and all employees of contractor, subcontractors and suppliers. In addition to compliance with the International Labour Organization (ILO) Fundamental Conventions and IFC Performance Standard 2, BioTherm Energy (Pty) Ltd has made the following commitments to its employees and contractor workers:

Human Resources Policy

The long-term success of the BioTherm Energy (Pty) Ltd depends largely upon its ability to attract, retain and develop managers and workers who have the necessary talent for the work and who can contribute to our growth on a continuing basis. As our workforce is the critical resource for successful attainment of our objectives, we shall strive to meet our Workforce Employment and Human Resources policy commitments and:

- Develop and apply Human Resource Labour policies and procedures that comply with South Africa's Basic Conditions of Employment Act, 1997 ("the BCEA"), Employment Equity Act No. 55 Of 1998, Labour Relations Act, No. 66 of 1995 and satisfy the requirements of our adopted international standards and the ILO Core Conventions, including a zero tolerance approach against any form of child, forced or trafficked labour, unfair discrimination, including sexual harassment, racial harassment, or any forms of victimization and respect for freedom of association and orderly collective bargaining;
- Ensure the fair and equitable terms and conditions of employment of all employees and recognizing freedom of association and orderly collective bargaining and contingency arrangements for dealing with any retrenchment processes in line with South African legislation; and

- Encourage and insist that contractor, subcontractors and suppliers adopt principles and practices that are aligned with and complement BioTherm Energy (Pty) Ltd's policies and procedures for managing human resources and safeguarding worker rights, including no use of child or forced labour, and that such independent contractors or subcontractors and suppliers uphold the relevant requirements of South African legislation.

Furthermore, BioTherm Energy (Pty) Ltd has adopted the 2012 IFC Performance Standard 2: Labour and Working Conditions which covers the following:

Human Rights

BioTherm Energy (Pty) Ltd is committed to respecting and upholding the human rights' principles set out in the International Bill of Rights.

Safe and Healthy Work Environment

In addition, BioTherm Energy (Pty) Ltd aims to oversee the activities of contractors and their workers in a way that complies with South African laws and ensures fair conditions of employment and the health, safety and welfare of the contracted workforce.

Recruitment

BioTherm Energy (Pty) Ltd is committed to establishing a selection and recruitment process and practices comprising:

- A process that ensures fairness and transparency in the way male and female job applicants are screened, selected, and recruited; and
- Coordination with community representatives and local authorities to ensure job seekers from local areas are considered for jobs for which they are suitably qualified.

Working Conditions and Terms of Employment

BioTherm Energy (Pty) Ltd shall ensure that all contractor and sub-contractors treat their workers with fairness, respect and decency, that they maintain a suitable level of social dialogue with them, and that they address the following:

- Employment terms and conditions for all workers, both permanent and temporary, shall comply with the requirements of the relevant South African legislation (unless regulated by other laws or defined in valid collective bargaining agreements), be clearly defined and communicated effectively to all employees.

Training and Competence

BioTherm Energy (Pty) Ltd shall provide appropriate Project-specific environmental / health and safety training for their work, including awareness of HIV/AIDS risks, accommodation rules and respect for organized local communities.

Accommodation Provision and Standards

All accommodation provided for workers will be in accordance with the Workers' Accommodation: Processes and Standards - A guidance note by IFC and the European Bank for Reconstruction and Development (EBRD).

Non-discrimination and Equal Opportunity

Whilst complying with the Project's local recruitment policy and this policy, BioTherm Energy (Pty) Ltd will not unfairly discriminate on grounds of race, colour, ethnic or social origin, gender, age, pregnancy, marital status, religion, political or other opinion, culture, language, family responsibility, disability or sexual orientation in its recruitment, training, appraisal, reward, promotion and termination processes as well as on any other arbitrary ground.


Retrenchment Plan

BioTherm Energy (Pty) Ltd will define a Retrenchment Plan that sets out provisions for managing any permanent or temporary lay-offs caused by 'unforeseen

circumstances' and will ensure that the downsizing and demobilization of the workforce is subject to appropriate standards/procedures applicable under South African law.

Grievance Mechanism

BioTherm Energy (Pty) Ltd will inform contractor employees and community members of the methods they should use to resolve matters relating to workplace / project grievances with the overall aim of ensuring fair and equal treatment of all employees.



Jasandra Nyker

16/07/2019

Date:

Chief Executive Officer