

Botswana Ash (Pty) Ltd



BOTASH Bulletin

30th June 2022



Company signs a 2 year agreement deal with the union

Africa's Leading Supplier of Natural Sodium and Related Products

MD's Message

1. Safety:

Recently there have been two fatal safety incidents at two mining operations in Botswana. These should be used to re-evaluate our own safety management programme particularly critical controls whose failure results in serious consequences will fatalities. Ongoing inspections and re-evaluation by managers and supervisors are critical in ascertaining the effectiveness of controls. It also remains critical that each employee takes ownership for their and colleagues' safety.

2. Manufacturing Effectiveness [ME]

Because of its significance, this month we will again discuss 'organizing the workplace'. One practical and systematic approach to organizing the workplace is the 6S system. Formally defined, 6S is a method of creating a clean and orderly workplace that promotes safety, exposes waste and makes abnormalities immediately visible.

- A) Sort:** The first step is to sort. The challenge is to get rid of things we do not need or use. This step is useful in removing clutter and disorganization which unfortunately is a feature of many workplaces including here at Botash.
- B) Straighten:** This is the step that is normally summarized as 'a place for everything and everything in its place'
- C) Sweep or shine:** This step actually means clean the place so well that it allows meaningful inspection not just good old sweeping. Thus, if one finds themselves sweeping or even washing away the same spillage day after day (there are many examples of this at Botash) one should be working on stopping the spillage.
- D) Standardise:** This step is focused on establishing standards, so abnormalities are easily recognized. Validated checklists and audit protocols are very helpful here.
- E) Safety:** A clean and organised workplace promotes safety.

As part of improving our manufacturing effectiveness, organizing all our workplaces is the place to start. It is important, therefore, for all employees to continuously re-assess their contribution to the state of the workplace and specifically be clear as to what they are doing to advance good housekeeping. It is also important to note that all of us have workplaces, so this message is relevant to every employee. Management has continued to refurbish amenities (offices, ablution blocks, workshops) around the factory as part of this programme. It is expected that these facilities shall be well looked after and kept clean.



Ndulamo Ntopo having a chat with the Organizational Development Manager Mimmy Basele

Who is Mimmy?

I am an energetic and adventurous person who believes in the power of possibility. Professionally I have spent all of my working life in the various aspects of the HR field, in the public parastatal and private sectors, ultimately settling into the Organisational Development specialisation.

What is currently taking up a lot of your time at work?

Having to learn about the BOTASH environment, settling into the Organisational Development team and driving the last phases of the Organisational review project. It is proving to be a really delicate balancing act of conflicting priorities.

What do you do for fun?

I enjoy travelling and particularly exploring the different parts of our beautiful country

In your opinion, how can we bring our company values to life?

Putting the values at the core of everything we do, and in turn recognising and celebrating employees who demonstrate and live them.

Which of our 5 values resonates the most with you personally and why?

To live with integrity does not imply perfection, but rather it allows you to consciously do your best every single day as you acknowledge your imperfections. Doing the right thing is the key to achieving all the other corporate values.

In closing how has the first 60 days been for you at Botash?

It has been an exciting 60 days, with so much to absorb and understand whilst also trying to settle into the routines and culture of the company and the community. I have been welcomed and taught so many new things, that have affirmed that the journey of learning never really ends. This is a fascinating place to be with a truly unique story.



Mimmy the energetic at work

First round of Towards Sustainable Mining community project to kick start

Following the roll out of 'Towards Sustainable Mining (TSM) Initiative', Botash identified four main communities of interest namely Sowa Town, Nata, Mosetse and Dukwi and three clusters from the indigenous communities (Malelejwe, Simuwani and Njuutsha), as communities of interest (COI).

Through this initiative the company received development proposals from the communities for possible consideration. An evaluation was carried out during the month of June to select sustainable community projects to be sponsored by the company for the first phase of the programme. Recommended projects have been submitted to management for approval, it is worth noting that all TSM and Botash's proposal framework guidelines were observed to guide the evaluation process. The recommended projects were adjudicated based on Botash CSR Pillars of Education, Sports, Biodiversity and Self-reliance.

Projects from indigenous communities has been put on hold pending further consultations with other interested parties in areas they reside.

The implementation of these projects is anticipated to impact on livelihoods of communities and contribute to infrastructural development. The program is part of Botash social licence to operate with the intention to strengthen our business and accomplish shared objectives with neighboring communities.



Community Project Evaluation Committee meeting with community representatives

Truck Stop cleanup campaign

Sales and Marketing team in partnership with Civils and Raosi Cleaning Company engaged in a chicken parade cleanup campaign. The motive behind this activity was to create awareness to enable behaviour change and promote clean and safe environment. The activity gave participants an opportunity to also engage each other and give feedback.

Giving an overview of the activity, the Sales and Marketing Manager, Moitshepi Sefako acknowledged that transporters and truck drivers are key stakeholders for the business. He further stated the company recognizes that the truck stop is where truck drivers wait for sometime before they are assisted, and as a result the company will continue to maintain the area habitable hence the ongoing developments underway at the site.

The biggest concern for the business was the amount of litter, unkept ablution facility and spillage of molasses in the area. Truck drivers were encouraged to do their bit to keep the area clean and cooperate with the cleaning company.

Transporters committed to ensuring that the area is kept clean at all times. They further reassured Botash management that any defects in the ablutions will be reported through the Sales office. Furthermore, some transporters shared a safety concern, particularly at night when they have to walk from the truck stop to the marketing offices, which they said exposes them to a danger of wild animals considering the distance.

The discussion ended with all participants issued with the necessary protective equipment and picked litter around the truck stop.



Clean-up campaign in at a glance



2022/2023 WAGE NEGOTIATIONS

Management and the Union concluded the multi-year wage negotiations for the years 2022/2023 and 2023/2024. Success factors are:

The wage negotiations were concluded timely compared to previous wage negotiations.

They were also concluded at the lowest tier of the collective bargaining structures compared to previous years.

The above flows from the negotiations training that parties undertook in the year 2021 geared to improve their effectiveness in the negotiation process, and further depicts cordial working relationship between Management and the Union.

Viva Comrades Viva!



Managing Director Kangangwani Phatshwane (R) and HC Manager Sabelo Matikiti signing the wage agreement

June Onboarding

Louis Nkhurutshe joins Botash as a Mobile Machine Operator. He was previously by Prime Touch to drive machines.

His new role as Mobile Machine Operator entails operating machines during loading, offloading, backfilling and excavating as well inspections of these machines.

Mr Nkhurutshe comes from Nswazwi and enjoys playing football and going to church. He is married and has a six year old daughter.

Thabo Michelle Kablay has joined Botash as Plant Operator Learner. She was previously working at the Pilot Solar Ponds project on a temporary employment.

Her new role entails monitoring and operating equipment at Solar Ponds.

Kablay comes from Molepolole and was born on 19th March. Her hobbies include cooking and decorating. She is married.



Best Practices for Email Etiquette in the Workplace continues...**Part 2**

When sending or replying to emails, here are some best practices for email etiquette to keep in mind:

7. Avoid using all caps:

Use sentence case as you would for any formal communication, and avoid using all caps as it can read like you're screaming your intentions.

Example: *"Anne, it was great seeing you at the meeting. I look forward to connecting again soon."*

8. Double-check attachments:

If you can copy and paste information into an email rather than attaching a document, do that. If not, let the recipient know in the body of your email that you have attached a document. It's also good etiquette to compress the documents or attach them in a zip file so it takes up less space in their inbox. In addition, you may want to consider uploading documents to a shared location and giving the recipient a link to access them.

And finally, pasting a lengthy URL into your email can look messy and take up valuable space. Use a link shortener to shorten the link or hyperlink text within the email.

9. Proofread:

Proper spelling and grammar are important when sending business correspondence so always proofread your work before you hit send. Likewise, double-check the spelling of the recipient's name and email address. Sometimes autocorrect will alter names.

10. Don't use emojis:

Unless the recipient has used emojis when communicating with you in the past, resist the temptation to use them yourself. They can come across as unprofessional in certain company cultures.

11. Reply within 24 hours:

When someone emails you, replying within 24 hours, is common courtesy. If you have unintentionally passed this timeframe, express your apologies and politely explain the delay.

12. Keep your tone professional:

Think carefully about your word choices in an email and how your intention may be interpreted. Use positive words, such as "opportunities" and "challenges" instead of "obstacles" and "limitations." Avoid negativity, sarcasm and adjectives that can cause you to sound overly emotional. Be careful when using humor too, as it can be misinterpreted.

13. Perfect your email signature:

Less is generally more where [email signatures](#) are concerned. Your signature should typically include only your name, job title, company website and a phone number where you can be reached.

Source: Indeed Editorial Tech

June 25, 2021

Naming of new baby rhinos competition comes to an end

Botash ran a competition for 'Naming of the baby rhino' through primary schools in Sowa Town. The competition was also meant to broaden awareness and promote early participation of children in biodiversity conservation.

The first baby rhino was born in March 2021 and the second one in Feb 2022 while the competition was still running. Consequently, a decision was made to select two suitable names for the new baby rhinos.

30 pupils from Sowa and 75 from Flamingo International Schools participated in this competition which ran from 8th April-10th May 2022. The adjudication was carried out on the 13 June 2022 and adjudicators were faced with a challenging task of selecting winners from a poll of well thought-out names submitted.

Watch the space for more interesting news on our winners and unveiling of the winning names.

A huge thank you to all the participants and congratulations to the soon to be announced winners!



SHE PERFORMANCE

SHE PERFORMANCE SUMMARY

⇒ The Total Recordable Injury Frequency Rate (TRIFR) for the month is 0.

SHE INCIDENTS FOR THE MONTH

FIRST AID INJURY (FAI)	MEDICAL TREATMENT INJURY (MTI)	RESTRICTED WORK INJURY (RWI)	LOST TIME INJURY (LTI)	FATALITY (FA)
0	0	0	0	0

Makgadikgadi Open Summary Report



The annual national golf tournament, 'Makgadikgadi Open', was held during the weekend of 25th to 26th June 2022. The tournament is hosted by Sowa Golf Club under the auspices of Botswana Golf Union (BGU). A total of 58 enthusiasts' golfers from Jwaneng, Gaborone, Orapa, Selibe-Phikwe, Kasane and Francistown came together to partake in the golfing combat. The breakdown is as below:

<u>By Clubs</u>			<u>By Divisions</u>		
Abbr	Club	No	Division/Category	No	
SGC	Sowa Golf Club	16	Juniors	3	
OGC	Orapa Golf Club	12	Ladies	12	
JGC	Jwaneng Golf Club	12	Men's Category		
GGC	Gaborone Golf Club	9		A Division	12
PGC	Phikwe Golf Club	5		B Division	14
FGC	Francistown Golf Club	2		C Division	17
CGC	Chobe Golf Club	1			
PGE	Phakalane Golf Estate	1			
Total		58		58	

Through the sterling job of the tournament Director, Peter Podise assisted by Laone Mpatane the ultimate winners were revealed as follows:

Juniors – Katlego Kgame (**Sowa Golf Club**)

Ladies - Gaone Matshaba (**Orapa Golf Club**)

Men's **A** Division – Edwin Madigela (**Orapa Golf Club**)

Men's **B** Division – Mooketsi Matlolela (**Orapa Golf Club**)

Men's **C** Division – Geoffrey Labi (**Sowa Golf Club**)

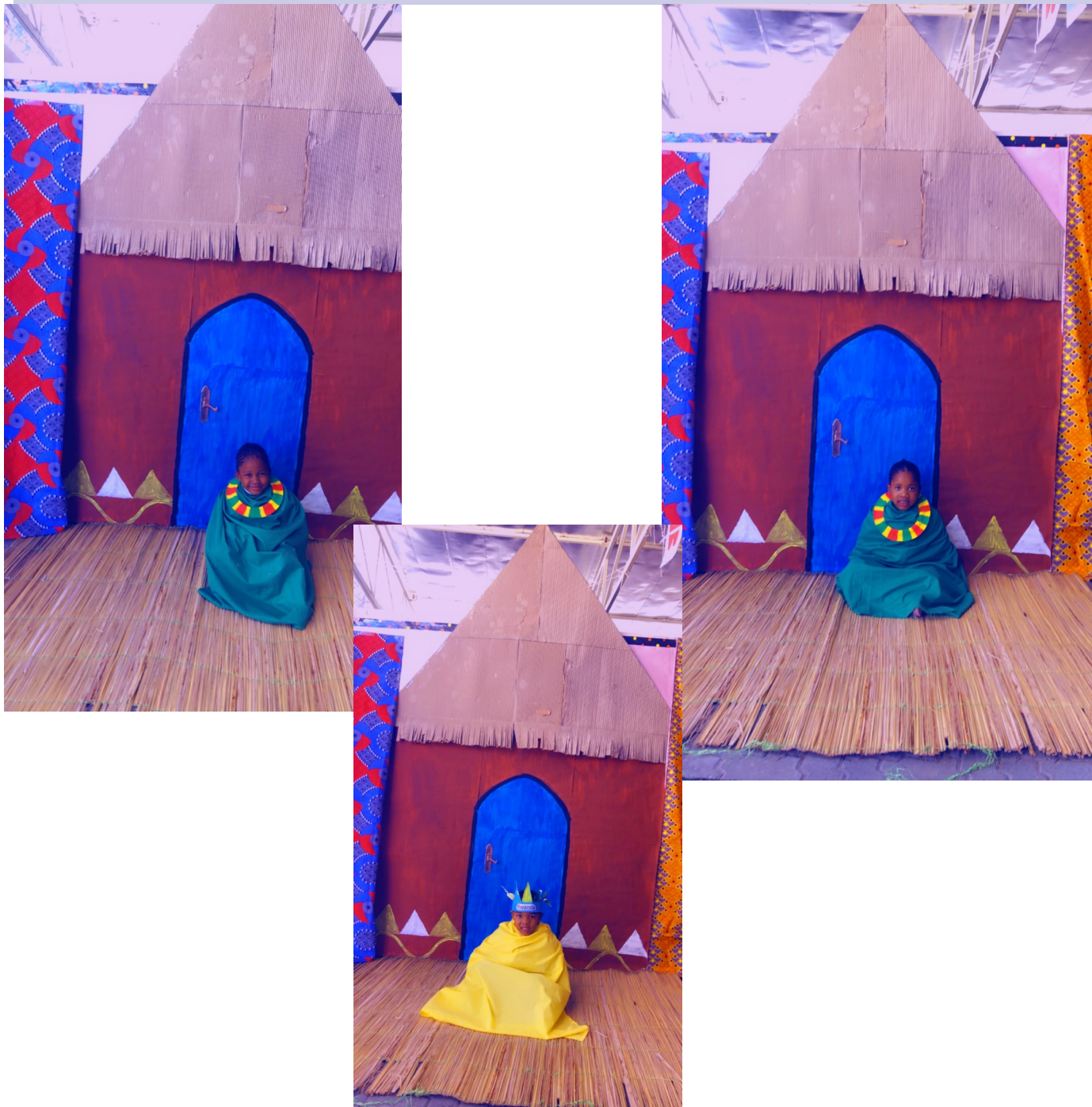
During the prize giving ceremony the also club donated three wheelchairs to needy families from Nata as part of its CSR initiatives through the support of their valuable sponsors. The tournament was well sponsored by Botash and Engen as main sponsors. Other sponsors included Mascom, Quipco, and Babcock.

Botash, Sowa, Tutume clinics provided wellness programs during the event.

Congratulations to the winners !!!

Baobab commemorate Day of the African Child

June 16 marks the International Day of the African Child. To commemorate this day Baobab took part in different activities and wore different clothes to create an awareness for the situation of children of Africa.



Stop Think and Fix



WORK SAFETY

Avoid Workplace Injuries

- ◇ Use appropriate tools, equipment and machinery.
- ◇ Report any unsafe acts and conditions.
- ◇ Wear all required safety gear.
- ◇ Keep your work area clear from clutter.
- ◇ Stay hydrated.
- ◇ Practice good posture when sitting or lifting.
- ◇ Inform yourself of safety policies and procedures.
- ◇ Be aware of changes in your surroundings.