



Botswana Ash (Pty) Ltd

# BOTASH BULLETIN

31<sup>st</sup> March 2021



Doing  
Business  
Sustainably







Welcome to our March issue of the Botash Bulletin Newsletter! A happy employee is a productive employee, so the adage goes. To take it a step further, an informed employee is an aligned employee.

Botash upholds its values of empowering its employees for optimal performance, and innovation through continuous improvement. This publication is one of the tools that the company uses to communicate important information to keep employees informed and updated on what is happening in and around the plant. This is only achievable when staff forms part of the culture and feels a sense of belonging.

The Botash bulletin, is an invaluable source of information for all employees and stakeholders. It also builds a cohesive culture and empowers employees to make the right decisions in line with organizational objectives hence working collaboratively towards common goals. As a general rule, the most successful man in life is the man who has the best information because knowledge is power.

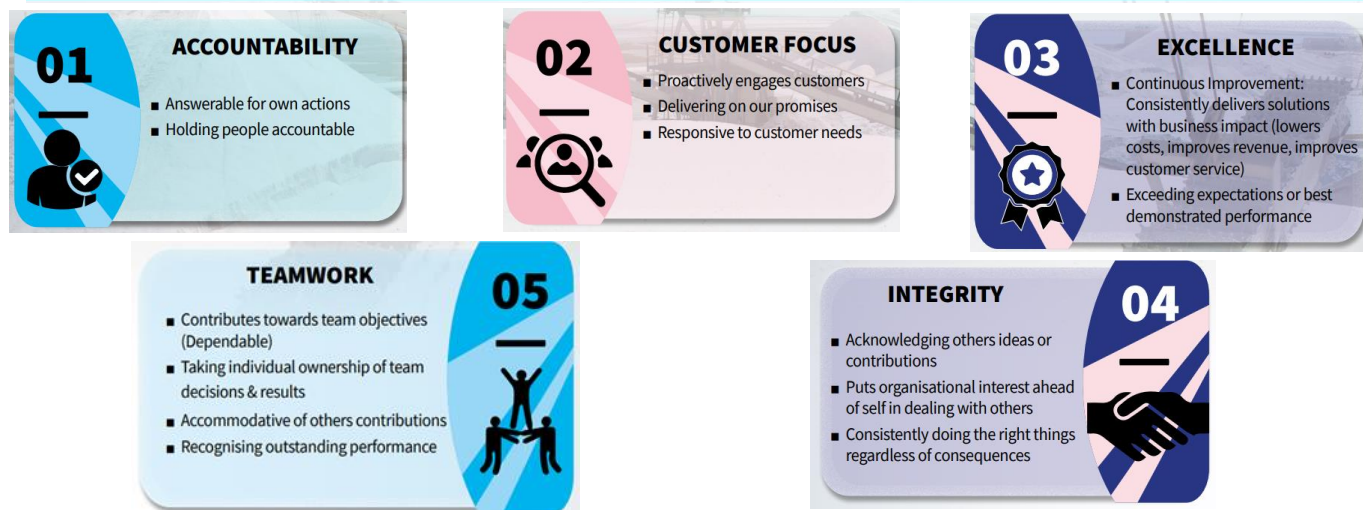
In this bulletin you will find news on the STOP.THINK. FIX Campaign, appreciation of the Wellfields employees, COVID-19 vaccine facts, Flamingo School news and latest additions to the Botash family, among other news items.

Even as we are coming to the end of the first quarter of the year, with disruptions on the business due to the Coronavirus pandemic infections among our employees, contractors and schools, let's not lose focus of our targets but continue to work diligently up to year end and continue to adhere to the laid down protocols to ensure that we do not contract the virus.

You are once again encouraged to take part in this newsletter by being part of the news and contributing towards the content. **Enjoy the read**

Ndulamo Ntopo  
PR & Communications Coordinator

## OUR VALUES



MD's Message

## BOTSWANA ASH MONTHLY BRIEF FEBRUARY 2021

### 1. Safety

During Feb 2021 safety outcomes were satisfactory. However, management reminds all employees, contractors, and visitors to remain alert to hazards in their environment and abide by safety regulations. Consistent supervisors' engagement in day-to-day oversight on safety in the workplace remains critical as is everyone's ownership for their and colleagues' safety. Employees are reminded that disregard for safety regulations is a serious offence.

#### 1.1 Covid -19

At the time of writing, 30 employees had contracted Covid-19 with 19 fully recovered while the remaining active case was also expected to recover. Meanwhile Flamingo International School and Baobab Pre-school had registered 8 [5 recovered] and 3 [1] cases respectively.

Available evidence shows that these infections are driven by travel out of Sowa Town. For this reason, employees and their Sowa Town resident dependents are discouraged from travel. Similarly, casual interactions with members of the community without wearing a mask is discouraged as the virus is known to be circulating in Sowa Town.

In addition, it is important to continue to work safely and follow good hands hygiene, physical distancing [even during meals] and the wearing of masks in public and shared spaces [including in the community outside working hours] as has been communicated over the past year. It takes just one of us failing to abide by these protocols to bring the virus into the workplace and significantly disrupt the business, as we saw in January 2021. For this reason, management needs the support and constructive contribution of every one of us.

### 2. Manufacturing Effectiveness [ME]

This month we will again discuss 'reducing waste'. Many people think of waste as material waste, scrap rejects or anything else that ought to be thrown away. However, waste in business is much wider than indicated above and broadly covers 'any activity that does not add value'. In this context 'value add' means the act of changing a product or a piece of information in some way that is so useful to a customer (both internal and external) that they are willing to pay for it. There are seven deadly wastes in business including at Botash:

**2.1 Waste of Defects:** Defect arises whenever the level of work outcome is less than what a customer requires. For example, a salt bag has to be discarded because it was damaged by a conveyor.

**2.2 Waste of Inventory:** This takes the form of any inventory or work on hand other than what is needed right now to satisfy customer requirements. Inventory includes work in progress, finished products, supplies, excess documentation, even unread e-mails. For examples, Botash's holding of inventory at the materials warehouse is about double what would be expected of a business of its size and scope of operations.

**2.3 Waste of Processing:** This occurs when more resources (space, energy, people) than really needed are deployed on a business activity.

- 2.4 Waste of Waiting: This arises in situations where materials (product runs out), machines (downtime), inspections (laboratory tests) or information (customs documents) are not ready for the next stage. The impact of this waste is felt by Botash's food grade salt customers every day.
- 2.5 Waste of Motion: Any movement of people that does not add value. For example, going back to the workshop to collect tools, searching for items that have no designated storage place.
- 2.6 Waste of Transportation: Not to be confused with waste of motion this is movement of materials using carts, trucks, forklifts, or even hands and legs.
- 2.7 Waste of Overproduction: This occurs when more products than the customer needs right now are made.

As part of improving our manufacturing effectiveness, reducing waste will be critical. It is important, therefore, for all employees to continuously reassess their activities to identify waste and eliminate it. It is also important to note that all of us are involved in business activities, so this message is relevant to all employees.

### **3. Botash Values**

Botash needs to increasingly become a value-based business. Employees are reminded that behaviour in the workplace is expected to be in line with company values: Accountability, Customer focus, Excellence, Integrity and Teamwork [Ace It]. It is these values which should guide behaviour within the business. All employees are expected to live and model these values. Choosing to disregard these values may result in suboptimal performance or even offending the code of conduct which on its own may result in disciplinary action including dismissal. Management is committed to recruiting only those employees who in addition to meeting other requirements share these values. Values shall also be considered in addition to other requirements [e.g. performance on the job] when promotion decisions are made. This month we look at 'Integrity'.

#### 4.1 What does Integrity entail?

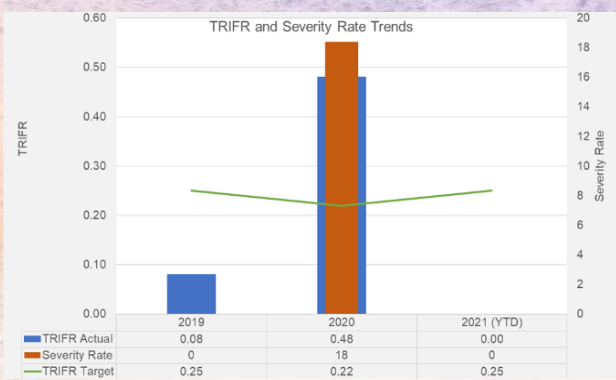
There are three [3] behaviours which underpin integrity at Botash:

- 4.1 Acknowledging other's ideas or contributions.
- 4.2 Puts organizational interest ahead of self in dealing with others.
- 4.3 Consistently doing the right thing regardless of consequences.

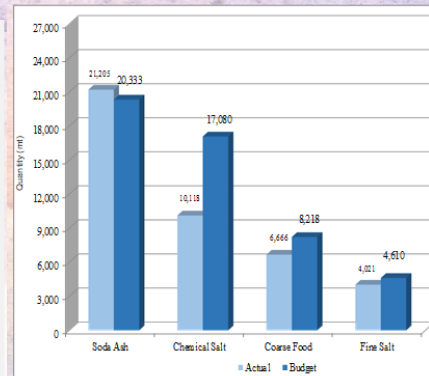
Examine your own behaviour and determine whether you are living this value.



## TRIFR and Severity Rates



## Sales Summary – February 2021



### Soda Ash

- Soda ash sales for the Feb 2021 were 8% above budget
- South African market performance is attributed to improved demand in the glass industry
- North soda ash sales performance were 777% above budget
- Improved offtake of 750 tonnes from Pure Trade Africa was for a trial at Kamoto Copper Company (KCC) in the DRC.

### Chemical Salt

- Chemical salts sales to Sasol were 41% below budget
- Sales were negatively impacted due to suspended salt deliveries
- Unplanned shutdowns resulted from breakdowns at chlorine (Jan 5th-Feb 11th) and tippler plants (Feb 25th to March 3rd)

### Coarse Salt (Food Grade)

- Coarse salt sales were 25% below budget. Zambia closed the month at 25% below budget
- Ferry breakdown (for 10 days) at Kazungula border impacted negatively on sales due to delays in clearing trucks

### Fine Salt

- Fine salt sales for Feb 2021 were 12% below budget
- Major decline in sales came from Zimbabwe which closed the month at 24% below budget due to no off take from National foods as they could not procure forex during the month

## HUMAN CAPITAL –FEBRUARY 2021 MANAGEMENT BRIEF

### MANPOWER STATISTICS

- The headcount was 440 against budget of 486
- Total vacancies stand at 46. These vacancies include eleven (11) Apprentices released in 2020

### RECRUITMENT

- There were two (2) engagements during the month under review as follows:

- High School Teacher
- Primary School Teacher

- An internal candidate has been appointed to the position of Wellness Coordinator
- The Head of Finance has accepted the offer and is expected to start in March 2021.

- Sixteen (16) positions were actively being recruited for

- Plant Services Engineer
- Human Capital Business Partner - OD
- Human Capital Coordinator
- Instrumentation Technician
- Vehicle Foreman
- Semi-Skilled Fitter
- Laboratory Sampler
- Shift Leader 2
- Graduate Interns\*7 (SHE, Engineering, Materials & Marketing)

### STAFF TURNOVER

- Three (3) terminations (1 resignation, 1 dismissal and 1 death) were recorded resulting in YTD terminations at three (3).
- YTD turnover rate sits at 0.68%

### DISCIPLINE

- Nine (9) disciplinary enquiries (6 operative levels, 1 supervisory and 2 middle managers) were concluded, resulting in YTD total of eleven (11).

- The following corrective action was sanctioned on the two (2) misconducts:

- Written Warning-7, Final Warning-1, Dismissal-1

### LEARNING AND DEVELOPMENT

#### Sponsored Employee

- One (1) Bafash Sponsored employee has successfully completed a BSc Mechanical and Mechatronics Engineering from the University of Cape town. The employee's Graduate Development Plan is being developed.

### OCCUPATIONAL HEALTH

#### COVID-19

- A total of 1793 truck drivers were screened during the period under review. There are seven (7) active COVID-19 cases reported in February.

#### COVID-19 test done during the period

- RDT - 114 Negative - 111 Positive - 03 PCR - 05 All negative

### FLAMINGO SCHOOL

#### Mapping of Strategic Intent

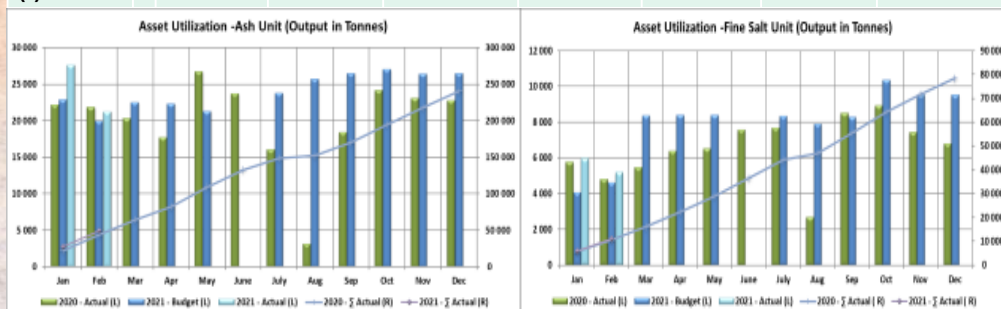
- The development of a revised Mission, Vision and Philosophy for the school is ongoing.

#### IGCSE Examination

- Two (2) students will be writing Cambridge International Assessment Examinations in April and June.

## Production brief

	Jan	Feb	Mar	Apr	May	Jun	YTD F'21
Ash (t)	+4 727	+1 288					+6 015
Fine (t)	+1 912	+588					+2 500
Coarse (t)	+3 097	+3 630					+6 727



Kangangwani Phatshwane  
MANAGING DIRECTOR

22 March 2021

Sig:

## The Stop, Think and Fix Campaign launched

The **Stop. Think. Fix** campaign was launched during the month of March. The purpose of the campaign is to arouse safety awareness and keep safety foremost in the minds of Botash employees, contractors and visitors. This campaign derives from the Botash SHE strategy and focuses on risk recognition and their management across all business processes. It is also intended to promote a culture of accountability for own safety of each individual, that of others and of the environment.

Speaking during the virtual launch the Managing Director Mr. Kangangwani Phatshwane highlighted that safety does not only entail possible physical injuries but all its forms including the current Covid -19 pandemic. "By keeping safety out there in the open, the campaign is just a reminder for people to slowly make safety their second nature not only in the workplace but also outside the workplace", said Mr. Phatshwane.

Commenting on some observed safety risks in the workplace, the Managing Director noted that there were still some work areas that maintain unacceptable levels of housekeeping. He added that such behaviors are an indication of a lack of awareness or an indifference by some employees to pay attention to safety in their work areas. He further cautioned attendees that people who are indifferent to their environment are most likely to get injured, citing as examples the 4 Lost Time Injuries (LTIs) recorded in 2020, which he said had elements of lack of accountability for own safety and or in some cases just indifference to the point of self-harm.



The **Stop. Think. Fix** campaign will create an environment where everyone knows about the need to stay alert to safety in and around their environment of their workplace. The successful implementation of this campaign will see a reduction in attitudes of complacency towards issues of safety, improved safety awareness and behavior at individual level as well as people taking full accountability for their safety.

In conclusion, Mr. Phatshwane emphasized that the **Stop. Think. Fix** campaign does not replace the Botash safety culture but is rather meant to enshrine the culture of safety. Because of the intensified awareness, it is expected that individuals will become a lot more aware of hazards around them, be more proactive and apply safety knowledge as they carry out work

tasks. Moreover, issues around legal compliance to safety matters will be addressed more timeously leading to improved levels of compliance. The campaign will run for a full year.



*Employees being sensitized during the ongoing SHE campaign*



# SAVE YOUR FUTURE CLEAN YOUR HANDS



**Clean hands keep you  
healthy.**

**Wash your hands with soap  
and clean running water for  
at least 20 seconds**

**BOTSWANA ASH (PTY) LTD**



**WET**



**SOAP**



**SCRUB**



**RINSE**



**WIPE**

## Little things that make employees feel appreciated

Most companies including Botswana Ash (Pty) Ltd have a way of recognizing employees' efforts either through bonuses, awards, and/or other incentives. But no matter the size of a token of appreciation, if it's given with good intentions, it should be appreciated. Even just remembering to say thank-you in a personal and sincere way shows that you are interested in your employee's growth and in them as individuals.

Wellfields Services Section recently appreciated a team that recovered a boat that submerged in the flooding pan at the wellfields. This happened when the team working at the wellfields could not prevent the airboat from violent storms that brought boisterous winds which uncontrollably pushed the airboat to the brine main header pipe. The officers on board Mr Tumelo Moatlhodi and Kebaabetswe Olebile attempted to rescue the boat but could not win. The employees then tied the airboat to the pipe and thereafter rescued themselves and went back to the plant to make a better plan to rescue the boat.

Henceforth a team was established to assist in the rescue. This comprised of Messrs Ezekiel Lesolame, Dolly Lekgowe, Olekantse Manere and Isaac Doctor. The team invested all their time and effort and devised methods to rescue the submerged boat which was ultimately rescued after two days.

What was more fulfilling was that the airboat was recovered without damages, though the exercise had a potential of causing incredible damage to the airboat. It is worth noting that incidents of such same nature which happened previously ended in the airboats completely being damaged warranting replacement which came at a cost to the company. Moreover, the team also succeeded without sustaining any injuries to themselves.

It is against this background that management from Wellfields and Services Section found it fit to appreciate the team. The culture of recognizing employees who live and demonstrate the organization's values in their functions or tasks should be supported, maintained, and applied to the rest of the deserving employees. Expressing gratitude connects managers to employees' accomplishments, make employees feel that their contributions are noticed and valued and promote accountability of individual efforts as well as productivity.

Wellfields Acting Section Manager Mr Dzikamiso Chiyapo said that he has observed that in most cases managers find it easier to communicate negative or critical feedback as for him appreciation is a developmental feedback that unlocks growth opportunities and boost staff morale.

**Stop. Think. Fix.**

**Safety starts with you**

**Accountability. Customer Focus.**






**Excellence. Integrity. Teamwork.**



**-THE END-**



### Facts about COVID-19 Vaccines

<p><b>1. Can a COVID-19 vaccine make me sick with COVID-19?</b></p> 	<p>No. None of the authorized and recommended COVID-19 vaccines contain the live virus that causes COVID-19. This means that a COVID-19 vaccine cannot make you sick with COVID-19.</p> <p>There are different types of vaccines and Botswana uses EstraZeneca Vaccine. All of them teach our immune systems how to recognize and fight the virus that causes COVID-19. Sometimes this process can cause symptoms, such as fever. These symptoms are normal and are a sign that the body is building protection against the virus that causes COVID-19.</p>
<p><b>2. If I have already had COVID-19 and recovered, do I still need to get vaccinated with a COVID-19 vaccine?</b></p> 	<p>Yes, you should be vaccinated regardless of whether you already had COVID-19. That's because experts do not yet know how long you are protected from getting sick again after recovering from COVID-19. Even if you have already recovered from COVID-19, it is possible that you can be infected with the COVID-19 virus.</p>
<p><b>3. Will a COVID-19 vaccination protect me from getting sick with COVID-19?</b></p> 	<p>Yes. COVID-19 vaccination works by teaching the immune system how to recognize and fight the COVID-19 virus, reduces the severity of symptoms and death associated with the virus. But you will still be expected to observe all COVID-19 infection control protocols as experts are still learning more about how long the vaccines protect against COVID-19 infections.</p>
<p><b>4. Will a COVID-19 vaccine alter my DNA?</b></p> 	<p><b>No.</b> COVID-19 vaccines do not change or interact with your DNA in any way.</p> <p>There are currently two types of COVID-19 vaccines that have been authorized for use in the United States: messenger RNA (mRNA) vaccines and viral vector vaccines.</p> <p>The COVID-19 vaccine never enters the nucleus of the cell, which is where our DNA is kept. This means the vaccine cannot affect or interact with our DNA in any way. Instead, COVID-19 vaccines work with the body's natural defences to safely develop immunity to disease.</p>
<p><b>5. Is it safe for me to get a COVID-19 vaccine if I would like to have a baby one day?</b></p> 	<p><b>Yes.</b> If you are trying to become pregnant now or want to get pregnant in the future, you may receive a COVID-19 vaccine when one is available to you.</p> <p>There is currently no evidence that COVID-19 vaccination causes any problems with pregnancy, including the development of the placenta. In addition, there is no evidence that fertility problems are a side effect of any vaccine, including COVID-19 vaccines. Like all vaccines, scientists are studying COVID-19 vaccines carefully for side effects now and will continue to study them for many years.</p>

### Botash welcomes the following new employee and wishes him a fulfilling experience



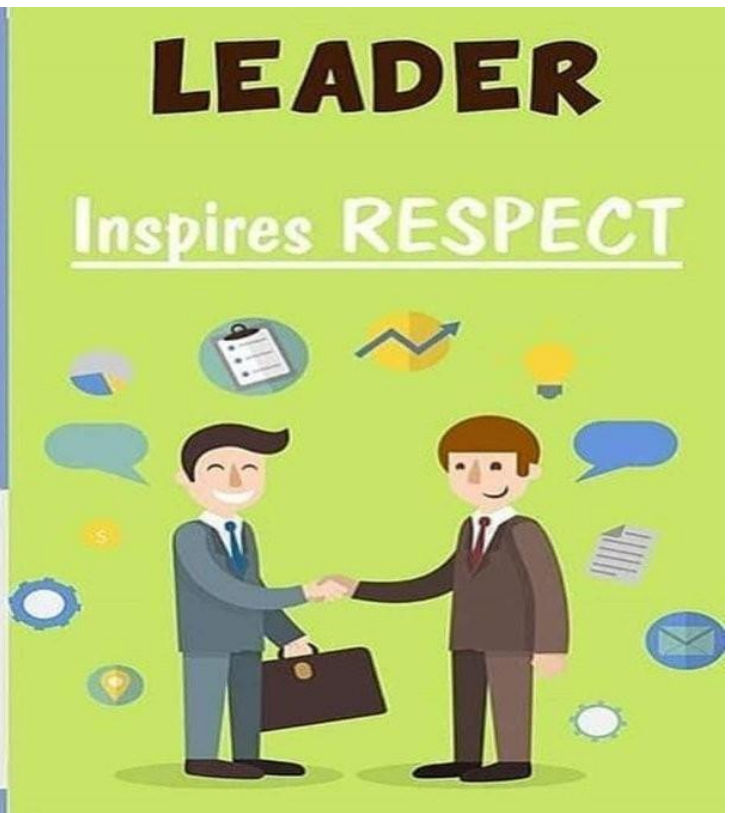
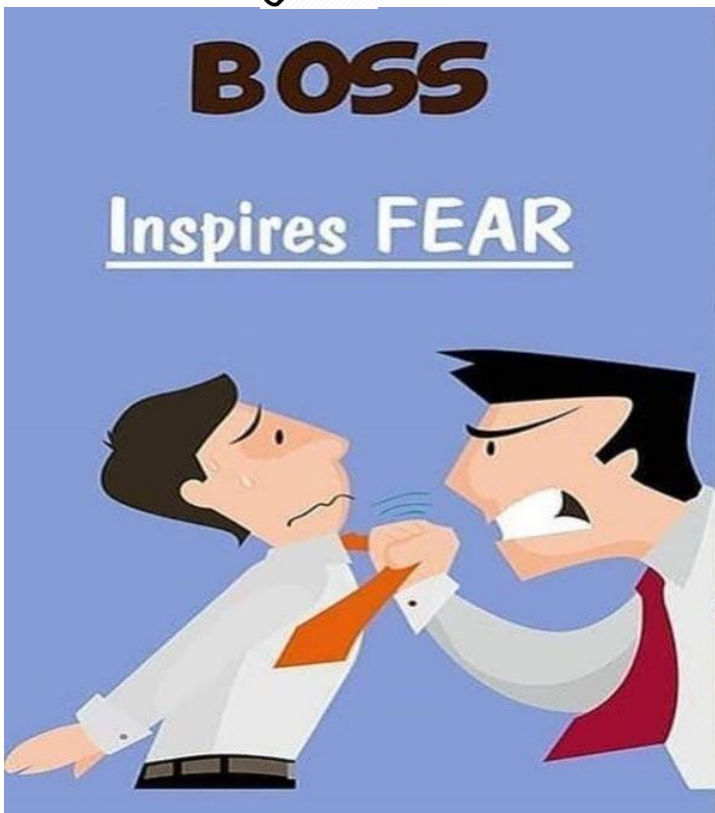
Raymond Marcel Kemp  
Head of Finance

Raymond Marcel Kemp joins Botash as Head of Finance. Mr Kemp assumes responsibility for the overall leadership and management of the Finance function, Regulatory requirements, Information and Communication Technology, Legal and Administration as well as Materials management. He was previously employed at Botsolar (Pty) Ltd as Financial Director. He also served as part owner and Financial Director of Pick 'n Pay Franchise.

Mr. Kemp was born on 26th February in Francistown. His hobbies are playing Golf, Squash, Motorcycling and engaging in community projects.

Mr Kemp would like Botash and the departments that he works with to be the best that they can be and would like to develop people to the best of their abilities.

#### Leadership Tips



*Be a good leader and bring the best out of your team.*

## Mosquito Era is here: let us protect ourselves from being beaten by Mosquitoes

The dangers of mosquito bites are more serious than just slight itching. Some mosquito bites are harmless, but others carry dangerous diseases. Mosquitoes can carry several pathogens responsible for encephalitis (brain infection), meningitis (brain swelling), malaria, dengue fever, and yellow fever.

Only the female mosquito bites human beings while male mosquitoes do not consume blood. The female mosquito has a long, sharp mouthpiece, with which they pierce the skin to consume the blood. Human blood serves as a source of protein for their eggs.

Mosquito bites pose a considerable health risk and mosquito-borne diseases which contribute to millions of deaths a year worldwide. Malaria is one of the most known disease caused by mosquitos and causes many fatalities. However, a person can take preventive measures to keep mosquitoes at bay.

Preventing mosquito bites is always more effective than trying to treat diseases caused by mosquito bites, given the potential seriousness of diseases transmitted through the mosquito bites.

Reducing of the number of mosquitoes in an area can be achieved managed considering that Mosquitoes need stagnant water to breed. Removing sources of standing water around the home and garden is advisable in preventing any diseases associated with mosquito bites.

The following steps can be taken to help prevent mosquito bites:

- Use of insecticides treated nets and screens.
- Covering up the skin when outdoors.
- Avoiding wooded and grassy areas.

The use of insect repellent may also be necessary when doing activities that naturally increase carbon dioxide emissions and bodily odours such as outdoor exercise. Readers should also note that when planning to be in a mosquito infected area, they should avoid bright clothes, perfumes and scented beauty products as they tend to attract mosquitoes.



-THE END-





## The Power of Reading

*Reading inspires me! King (Std 4)*

*'Reading makes me feel amazing! It makes my imagination ascend!' Pulane (Form 3)*

Reading matters. Our children at Flamingo International School have started the year with a renewed energy, enthusiasm and voice when it comes to their reading.

***"Reading helps me understand my learning and it's also so much fun!", says Reatile, a Form 3 student.***

Thanks to the generosity and support from our EXCO team at Botash, we have been able to identify and purchase three complete reading programmes (Letterland, Sunshine and New Heights – complete with BIG Books) that compliment and support our existing readers as we take definitive steps to ensure that our children have every opportunity to become skilled, confident readers.

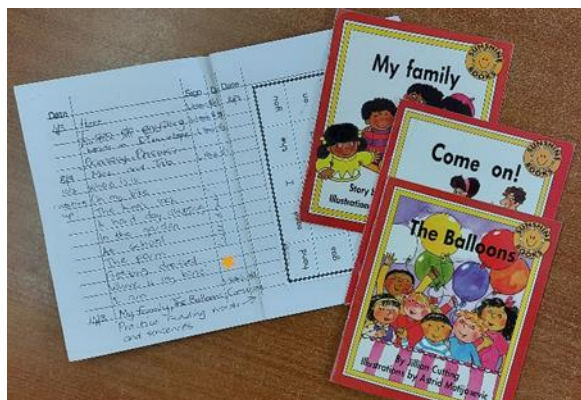
***Benjamin, also a Form 3 students also says that reading opens up his mind.***

Reading is the foundation for success in learning. If children are not able to read, they are challenged not only to work with written texts and symbols, but they also find comprehending and thinking decisively to solving problems and engaging critically with the written word beyond their ability. ***"Reading helps me understand English and express myself in better ways", says Tirelo.*** The importance of reading at FIS is always going to be a critical important priority and to have these sets of new resources will add to the excitement and engagement in reading for our children.

We are starting 2021 by analyzing the children's reading and spelling skills. We are fortunate to have Mrs. Benningfield, an experienced remedial teacher who is assessing all our students' reading and spelling ages in

the Primary School up to Standard 6. We use information from testing in education to place children into the correct reading levels. It also gives us the right information that helps us strategize teaching interventions with individual children. In this way, we can maximize our

reading programme and create impact in our children's lives and with their learning.



Research shows us that reading is not simple or easy to teach or learn. We begin with sounds, and we are grateful to have new full sets of *Letterland*, a celebrated phonics programme that runs from Pre 1 at Baobab Pre-School through to Standard 3 at FIS. This programme introduces the sounds for letters, combinations of letters and sets the stage for reading success. This is where all the really hard work is done to cement the basics for our children. ***"I read about words," says Blessing (Std 1).***

While children are developing sounds, they begin experimenting and learning to recognise words. I am not sure if you remember that first moment when you discovered that you could read but it's good to

remember that it's a very empowering and magical moment where letter shapes suddenly come together and create meaning and we can suddenly read! **Arona in Std 1 class says, "If you can't read, you can't know your books!" "Reading makes me feel calm. I prefer to read rather than watch a movie because then I can feel the writer's emotions", says Enele (Form 4).** The magic of reading is so powerful it enables you to read this bulletin today! Let's think about that for a moment and experience the amazement of something we might take for granted.

For teachers, it is a feeling of awe when children take off and start reading. It is one of the most important and exciting moments for us and for our students. Once they are up and reading, we move children into a structured, levelled programme and this is where vocabulary, sentence structures and stories become more complex. Developing reading skills and growing intellectual responses to different written texts continues. We work with our students for years until we reach a stage where they graduate as independent readers. Different children become independent readers at different times and there are no hard and fast rules. Like physical, emotional, spiritual, social and intellectual growth, we all develop at different rates and in our own time. Patience and encouragement are key, and many children tell us that reading at FIS is an enjoyable and happy time in their school day. Teamwork between home and school also matters a great deal. When parents and the teachers are all focused on reading and making reading a part of each day, skill mastery is exponential, and children witness

how all the significant adults in their lives value the skills associated with reading. This creates a lasting impression on the perspective children hold about reading throughout their lives.

A last note about this essential part of learning is that when you ask, children are quick to let you know how

reading makes them feel.

Here is what some had to say, **"Reading to my mum makes me happy,".**

**Athan (Std 1).**

**"Reading helps me relax," Tshepi (Form 3).**

**"I love reading. It's like I become the character and it relaxes me," (Ame Std 4).**

**"It helps us learn and push ourselves when we find it hard to do something,"**

**Deon (Std 2).** **"Reading makes me comfortable, helps my mind relax and forget about the things that worry me," Fikile (Std 6).**

So, as you can hear from our children, reading influences emotions positively; it needs perseverance; it develops creativity and imagination and makes words and learning more accessible in our children's personal journeys at school and throughout their lives. There can be no doubt that reading really matters. At FIS, our children have access to excellent resources, they are actively involved as readers and are really enjoying their books!

