



BOTASH Bulletin

30 September 2022



Botash employees sponsors a female refugee from Dukwi Camp to become a Registered Nurse

Other Story Headlines

MD's Message

Employees continues bringing company values to life

Botash joins the rest of the country in celebrating 56 years of Botswana's Independence

Zutshwa Salt Project visits Botash for a benchmarking exercise

Botash donates game meat to community

12 apprenticeship joins the company

First Aid refresher course ongoing successfully

**1. Safety**

During August 2022 safety outcomes were unsatisfactory - with two lost time injuries recorded. This meant that the year-to-date performance is decidedly unfavorable to target. The root causes of two lost time injuries are behavioral. It therefore, remains critical that each employee takes ownership for their and colleagues' safety.

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 here 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. Think of the use of temporary employees when regular employees' manhours are not fully recovered. Or neglecting housekeeping until casuals are needed to clean up.
- 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.

Fire emergency employees response team demonstrate the values of Teamwork and Excellence

On the 11th September there was fire emergency at the Wellfields. The Fire Emergency Response team was informed and responded timely. The fire was put out with speed preventing it from spreading and damaging company property. The team demonstrated excellence and their efforts exceeded expectation.

The team was also well organized and equipped with the relevant tools proving knowledge in what they do. Individual members of the team completed different tasks and ensured that the plant was safe and that the fire was controlled efficiently. This is recommendable as their skills saved time and safe guarded company property.

With a clear goal of putting down the fire, the team worked together safely and effectively with no challenges.

The team comprised of Gosetsepako Lekgowe, Mompoloki Ketshogile, Itabo Mokolwane, Kagiso Ramonyepele and Ibo Gambule.

Congratulations team, continue bringing our company values to life.

HOW TO SAFELY USE FIRE EXTINGUISHER

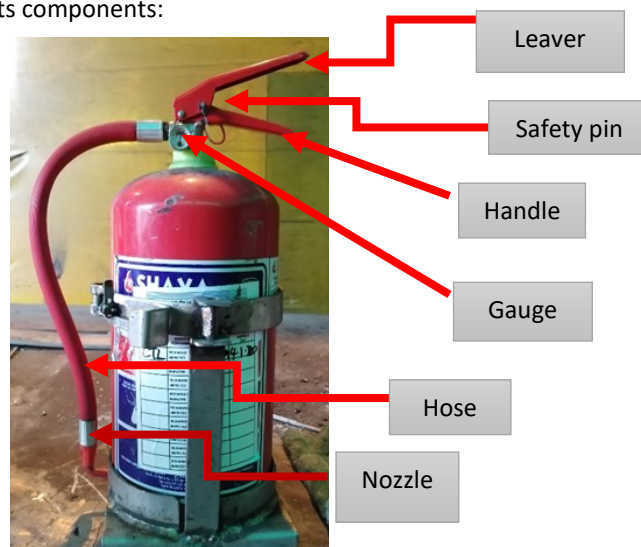
Here are simple steps to follow when using a portable fire extinguisher. Stand away from the wind at around 3 meters or 8 feet from the fire. Follow acronym "P.A.S.S."

PULL the pin while holding upright. There is a small pin that prevents the fire extinguisher from accidentally being used, pull it out and continue to the next step.

AIM low. The hose or nozzle should be pointed at the base of the fire to best put out.

SQUEEZE the leaver above the handle. This will shoot the extinguisher substance from the hose or nozzle, keep in mind that most small extinguishers will run out their extinguishing agent in 10 to 25 seconds.

SWEEP from side to side, as you move slowly towards the fire, keep the hose or nozzle aimed at the base of fire, if the flame appear to be out, release the handle and watch closely. If the fire ignites repeat the process. Below is a picture of fire extinguisher and its components:



Thank you

BOTASH EMPLOYEES SPONSORS A REFUGEE FROM DUKWI CAMP TO BECOME A REGISTERED NURSE



I am Asanda Valencia Maphosa, a 24 years old female Refugee from Zimbabwe residing in Dukwi Refugee Camp since 2008.

Living as a refugee has its own rewards and limitations in many ways, including access to quality education. Refugees in Dukwi settlement are allowed to exercise their right to

education, but the support is given only until Secondary level. Therefore, no matter how well one performs, tertiary education is always a step too far to reach due to financial constraints as the government does not sponsor refugees' tertiary education. As a result, a lot of brilliant students are roaming the camp and others opt for other survival skills despite attaining 40+ points at BGCSE.

I would like to take this time to openly appreciate the Botash management and staff who stood as a bridge and offered a helping hand that brought a ray of light into my future by sponsoring my tertiary education. I am really humbled, it's a gesture I will forever treasure. I commend the Managing Director for Botash, Mr Kangangwani Phatshwane, whom I believe through contact with him at one of the community events in Dukwi, bore the smile and pride I carry today. Mr Phatshwane had attended a youth activity in Dukwi where I got a chance to interact with him.

Surely there are hundreds of fellow Batswana who did not qualify for government sponsorship at my time of need and equally had the same financial need to further their studies. But Botash employees found it fit to come together and honor my request as a refugee. Any gesture that pulls a single refugee youth from the above statistics is highly recognized and appreciated. I am now a fully Registered Nurse. May God bless you abundantly.

Botash has not only taken care of my academic needs but

also raised and nurtured me to be a responsible, focused, hardworking and resilient individual that is independent and ready to face the world.

I believe social responsibility does not only bring positive impact on companies, businesses, and employees but community individuals as well. I therefore encourage companies to ride on such good programs and better the livelihoods of communities around them.

God Bless you Botash!



Asanda received an award in General Nursing-Overall best in theory -2022



Happy 56 Years Botswana

Reviving Hope: COVID-19 and beyond



Botash host Zutshwa Salt Project for a benchmarking exercise

The Zutshwa Salt Project Technical Advisory Committee (TAC) carried out a benchmarking exercise at Botash during the month of September. The delegation comprised of Project Board Members and some project team members. The exercise was aimed at identifying improvement opportunities for the Zutshwa Salt Project expansion phase which is currently under-way.

The project has potential sponsors including CEDA to assist the project convert into a commercial business. Botash has committed to offer technical expertise towards the success of the project. The salt project enables residents to harness their natural resource to generate income.

According to Hukuntsi TAC chairperson, Ms Morafe, though the team is yet to engage researchers to confirm resource availability and business viability, Zutshwa experiences relatively high temperatures compared to Sowa, hence offers an advantage of short crystallization process which will translate into high production compared to the current rate. Salt produced in Zutshwa is also of high quality and good for human consumption same as the one produced in Sua Pan.

The Zutshwa salt project was initiated by German missionaries belonging to the Lutheran Church in the early 1990's. The missionaries descended on the small settlement to preach the word of God, but they later found another way of improving the lives of people in the community through the salt project. Therefore, the expansion project provides a greater sustainable income generation opportunity that will improve the livelihood of residents significantly.



1. Mr Kgaodi from Process Engineering taking the crew through the salt harvesting process
2. Mr Marape demonstrating how brine is extracted from underground to the solar ponds for crystallization.
3. Zutshwa crew posing for a group picture

Botash donates game meat for community independence celebrations

Botash communities of interest received donations of game meat to celebrate this year's 56 years of independence. This follows a full two years of no activity due to Covid 19 restrictions. Though the grim events of COVID-19 are still fresh in many people's minds there are still some things worth celebrating.

The communities of Nata, Dukwi and Mosetse joined the nationwide rallies and gathered at their Kgotlas to celebrate the day as a community.

The donation from Botash of four Wildebeest, three Elands and three Zebras forms part of the culling exercise to ensure sustainable number of animals in the Sua Game Park. Botash continues to engage in different deliberate efforts and activities to build relations with communities and ultimately achieve desirable social impact in a collective strategic approach.



First Aid refresher course



Mining Industry is one of the most challenging environments concerning safety. More often a man needs to help another man in sickness or after injury. Many times, medical help is not readily available at hand, therefore some initial care is needed before getting medical treatment. Principles and practices of first-Aid are very simple but they are not generally known to even the most brilliant man unless he learns. Without proper knowledge of methods of first-Aid, it is very difficult in dealing with a sick or injured person outside the hospital space.

Therefore, in line with the Mines, Quarries, Works, And Machinery Act, Regulation 41, Botswana Ash (Pty) Ltd has committed to training its employees on First Aid. An external training consultant has been sourced by the company to facilitate the training

which started in September and will run till the end of November 2022.

This training provides capacity building First Aider to improve their knowledge and skill and proper use of kits. According to Buchilo Elias, one on the trainees, “the training is intense and requires one to be physically fit in order to keep up with the activity of providing first aid:”. The company will also produce a robust First Aid team that will compete in BCM first Aid competitions. The aim is to train three thirds of Botash employees.

Botash enrolls 12 apprenticeship participants for 2022
Series 1 introduces 2 of the apprenticeship participants

Names: Tefo Ratladi,

Age: 20 **Home:** Mochudi

Highest Edu: BGCSE, Molefhi Senior School, 2019

Apprenticeship training: Heavy Plant Mechanics

I expect to gain skills and experience in operating and maintaining heavy plant machinery.



Names: Gift M. Nyadza,

Age: 19 **Home:** Gweta.

Highest Edu: BGCSE, Nata Senior School, 2020

Apprenticeship training: Rigging apprenticeship trainee.

I believe apprenticeship is way of learning new skills and knowledge while working and specializing in a certain career. At the end of this training, I expect to acquire new knowledge and skills, getting exposure to new activities, paving a way to a successful life.



The success of Botswana Ash (Pty) depends on creating shared value for all stakeholders including the business and the economy at large. The company currently enjoys strategic alliances with a number of institutions of learning to ensure that apprenticeship scholars are well-rounded and appropriately equipped with the skills required to be successful in a corporate environment.

Apprenticeships gets real, 'hands-on' practical experience in a real job role, learning the right skills in a real environment whilst getting paid. The Apprenticeship programme is seen as a key intervention in the development of a feeder pool of critical skills in core disciplines around the engineering discipline. Botash has funded 10 apprenticeships geared towards artisanal skills development in 2022. The company has been offering apprenticeship to citizens since 1991. To date the company has trained more than 200 apprenticeship and half of them were absorbed into the business.

To enroll in the apprenticeship training programme candidates are required to have BGCSE or equivalent, with a credit pass in mathematics, English and science. Consideration is also given to semi-skilled employees who have shown great potential and interest.



Mr Diteko Kereeditse

He joins Botash as a Machine Operator responsible for operating earth moving and plant equipment.

Kereeditse was previously employed by North East District Council operating similar equipment.

He enjoys travelling and watching television. Kereeditse was born on 5th March and comes from Mopipi.



Mr Elvis Nkakana

Mr Nkakana joins the company as a Plant Attendant after working as a temporary employee for a while. The job entails offloading coal , general housekeeping and attending to other plant duties as assigned.

His hobbies include listening to gospel music and watching soccer.

The Bobonong native was born on 26th October .



Mr Baemeng Ketlaejesa

He joins Botash as a Plant Attendant responsible for general house keeping on the plant and offloading plant activities.

He was previously employed by Botash on a temporary contract.

He was born on 07 July and comes from Malelejew. His hobbies are playing softball.

ASSESSING PERFORMANCE

Part 1

The Key to Performance Reviews Is Preparation

Writing and delivering performance reviews can be one of the most challenging tasks for any manager. It's difficult to give a review that successfully navigates the emotional and interpersonal dynamics while also balancing the complex, competing goals that are present in most performance reviews.

Ben Dattner, an executive coach says one of the most frequent requests he gets from clients is to provide feedback on performance reviews they've drafted before they deliver them. Most of the time, he centers his feedback around asking them the following five questions:

What are your goals for the discussion? Before you even begin drafting a review, consider your goals and objectives for the discussion, and evaluate how these goals may be congruent with, or opposed to one another. For example, you may want to provide positive reinforcement in some areas while also giving a warning or wake-up call in others. Or you may want your team member to think about incremental improvements in certain aspects of the job while making significant changes in others.

Your goal may be to focus on the individual's job performance, interpersonal interactions, organizational citizenship, executive presence, or some combination thereof. You may want to focus on your staffer's performance in their current role while also providing learning opportunities to set the foundation for success in future roles.

Share a draft review with a trusted colleague, boss, mentor, or coach, and ask them if the review you've written is in line with the goals you are trying to achieve

Look out for more tips in the next edition.

Source: Harvard Business Review, 2016
by Ben Dattners



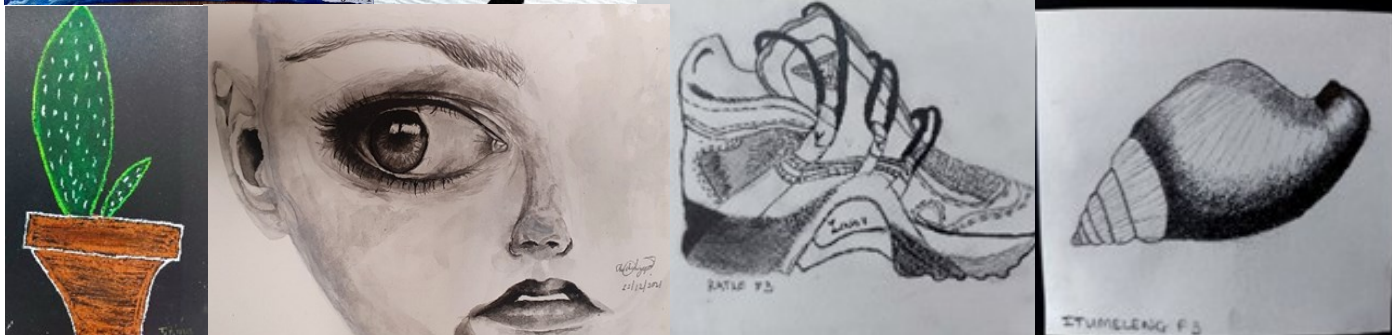
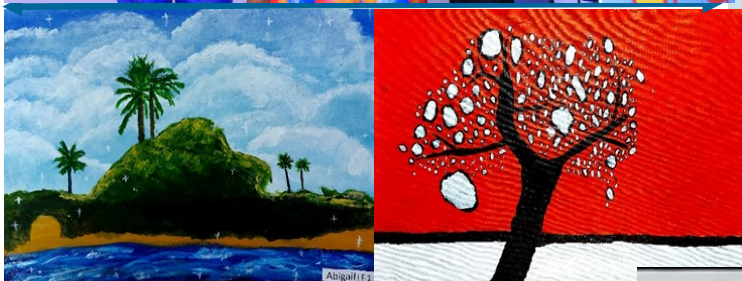
Art Exhibition

Flamingo International School and Baobab Pre-school held its first art exhibition during the last week of September. The Art Exhibition was a tremendous success which left spectators marvelled at students' drawings and paintings of such high standard. Participants enjoyed the 574 artworks that were displayed!

The exhibition was officially opened by Botash Managing Director, Mr Kangangwani Phatshwane, who gave a thought-provoking and inspiring speech to the guests on the official opening night.

The quality of work produced by students shows that this aspect of curriculum is developing and has become embedded as an aspect of teaching and learning. It serves the most basic needs in humans that fulfil the need to create, to communicate as well as creating the foundation for culture in all societies.

Flamingo International School began its first art collection in 2020 where Std 7s and Form 4 students worked on co-operative paintings that will decorate the new Administration Block.



NOTE

- ⇒ School close at 10h00 on **Thursday 27th Oct** and re-opens on **Tuesday 1st Nov**
- ⇒ School year closes at 10h00 on **Friday 2nd Dec 2022**

Health & Safety is Our Right



Right to know about safety hazards and health risks in the workplace



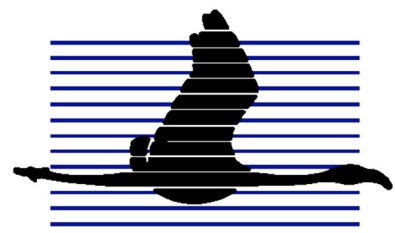
Right to participate in determining safety measures.



Right to refuse work that is unsafe



Right to protection with the correct PPE



Botswana Ash (Pty) Ltd