

Memo

From: Security Manager

Name: Tirelo Thebe

To: Botash Staff and Contractors

Date: 16th September 2020

SUBJECT: ACCESS CONTROL CARDS

All employees and contractors issued with access cards are reminded that the usage of the card is mandatory to gain access to the mine facility.

Individuals who report for work without possession of their cards will be denied access.

All lost or misplaced access cards shall be reported to Security at **Ext 248** immediately and replacement of lost or damaged cards will be charged at **P100.00** which will be payable in cash or salary deduction.

Employees and contractors are encouraged to look after their cards to minimize exposure to loss.

The above is effective from **17th September 2020**.



Tirelo Thebe
SECURITY MANAGER