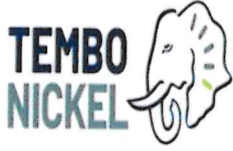







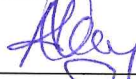



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APPROVALS:

Title	Name	Signature	Date
Author	Dr Iudra Saub		28/10/23
Chairperson of the Standard Committee	George Norval		28/10/23
Worker's Representative	Imest Mukonye		28/10/2023
SHE Representative	HUSSEIN MTUI		28/10/23
Training Lead	Joseph Mwiza		28/10/2023
Security Manager	DAVID BUREA		28/10/2023
OHS Manager	Dr Iudra Saub		28/10/23
Engineering Manager	Sorae Ally		28/10/2023
CR Manager	BENARD SIFU		28/10/2023
HR Manager	PETER SHEMAKA		28/10/2023
General Manager	DRICUDRA SAUB		28/10/23

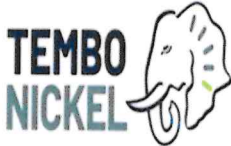
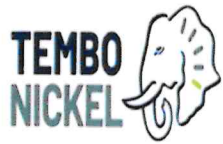
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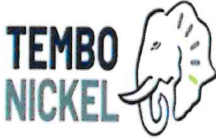
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1. INTRODUCTION

This document covers the standardized procedure for hiring casual labour. Tembo Nickel (TNCL) is usually hiring the hours or days persons for the performance of specific tasks. This procedure is in place to guide the steps to establish a pool of local people from the five project-affected communities surrounding the project footprint; these are Bugarama, Muganza, Mukubu, Nyabihanga, and Rwinyana and the 7 resettlement sites located in Magamba, Mukubu, Ruhuba, Mukigende and Kazingati villages. This procedure aims to ensure that the local community benefit from the TNCL short-term job opportunities and that our selection process is transparent, fair, and managed with accountability.

TNCL strives to have gender-balanced recruitment and ensure that it is done without discrimination based on kinship, gender, ethnicity, special needs, colour, or political affiliations. Registration must be free of charge, bribes, bullying, and request for favours, including sexual harassment and favours.

This process requires coordination with the Community Relations (CR) team and HR and applies to all company activities, including contractors/Subcontractors. Casual labour can be hired for a maximum period of 14 days in a month. This means that casual labour opportunities will be rotating to create shared opportunities for the communities around the project site.

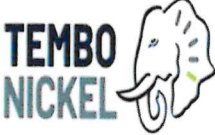
The intention is to establish and maintain good relationships with members of the surrounding communities, Local Government Authorities (LGA), and other stakeholders that enable our social license to operate.

This procedure covers the creation of a labour pool, vetting, selection and hiring, monitoring and follow-up, and a transparency and accountability mechanism. The Community Relations (CR) and Human Resources (HR) departments are the custodians of this procedure. The HR department shall be the custodian of the Casual Labour Register, and CR will have access to the register to ensure the register is effectively rotated and provide equal opportunities among the five (5) communities around the project footprint, including their sub-villages. The CR department will ensure the transparency and accountability mechanism of verification process as stipulated from page 6 to 16.

The individual department and or contractors/subcontractors that require a short-term employee (Casual Labour) will inform the CR and HR department one week before the work starts to enable HR and CR teams to plan the hiring process.

2. APPLICATION

This procedure applies to all TNCL departments, Contractors, and Subcontractors working on the TNCL project footprint and beyond.

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3. DEFINITION AND ACRONYM

Table: 1

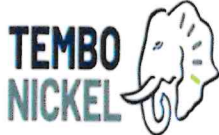
Term	Definition
TNCL	Tembo Nickel Company Limited
CR	Community Relations
HR	Human Resources
Author	For this document, the author is the writer of the procedure
Casual Labour	Irregular employment or part-time labour, including the labour of workers whose normal employment consists of a series of short-term jobs

4. CASUAL LABOUR RECRUITMENT PROCEDURE - GENERAL

4.1 Pool Establishment

Table: 2

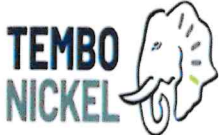
Pool Establishment process	
Step 1	<p>a) Identification of the labour pool in the five-surrounding project-affected villages, resettlement sites host villages and their sub-villages. The CR representative will inform all village leaders to register potential residents interested in being considered for casual labour opportunities that may be available. This includes the village and its sub-villages. This process of identification of casual labourers and establishing a pool will be done twice a year or any time at the discretion of TNCL management based on operational requirement.</p> <p>b) For the case where some skilled casuals are required and are not available in the five villages around the project or in the situation where activities need to be done to the areas out of the project footprint, like in resettlement sites, then Tembo Nickel will identify the casuals beyond the five villages surrounding the community and will facilitate for a health check and induction before the work is done.</p> <p>c) Due to the nature of mining works, the casuals to be registered should be aged 18-50 years old. However, for skilled casuals who are needed for skilled activities, the maximum age to be considered will be 50 years; Clarification that the communities must register people without discrimination based on kinship, gender, ethnicity, special needs, colour, or political affiliations. Registration must be free of charge, bribes, harassment, and request for favours, including sexual favours.</p>

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Step 2	<p>a) Sub-village Leaders (Hamlet chairpersons) will register their interested residents and sign off the list before sending it to the Village chairperson and village executive of that village for verification and approval before forwarding the list to Tembo Nickel for further processes.</p> <p>b) The village leaders will review and approve casual labour filled forms from the sub-village leaders and stamp them before sending them to Tembo Nickel in the casual registration labour form; see template appendix two.</p> <p>c) This pool should be reviewed and updated on a bi-annual basis or on a need basis.</p>
---------------	---

4.2 Vetting

Vetting Process	
Step 3	<p>The CR team will review the submitted register from village leaders to ensure the necessary information is filled in. The CR team will visit the villages to verify the submitted list by the community leaders. During verification CR team will review the submitted casual labour information and capture all the information in the online tool; the tool will also capture the casual labour Identity details, image, and the casual labour age etc.</p>
Step 4	<p>a) The verified list will be printed and posted on the respective village and sub-village noticeboards for the community members to verify it.</p> <p>b) The CR team will then announce to the members of the communities to verify if the names on the list are members from that village or sub-village</p>
Step 5	<p>The CR will clean the register and remove names that are not confirmed members of the community. The age of casuals to be registered should be as stipulated in step 1C above.</p>
Step 6	<p>a) Using a special mobile company phone, CR will select and call individuals from the confirmed casual labour list to undergo induction and the medical check-up.</p> <p>b) The induction will include information on the timeframe/duration of the task and the modality of payment. Payment processes are to be done within Fourteen working days after the completion of work.</p> <p>c) The timeframe for the finance department to process the payment after sign-off and receiving the M-Pesa form will be seven days.</p>

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4.3 Requisition, selection, and hiring


Step 7	Departments or contractors/subcontractors requiring casual labour will submit their requirements by email to HR, copying in CR their needs and plan at least four working days before the actual assignment specifying the nature of casuals they want based on the nature of the work.
Step 8	HR, together with CR, will select the number of individuals requested from the final list of inducted individuals and those certified fit by the clinic for a particular job. The selection will be based on the nature of the activity, the location the work will be taking place, and the considerations mentioned in Step 1b.
Step 9	Selected individuals will be called by HR using a specific cooperate mobile phone, informing them when to report to the camp and the requirement they need to accomplish as they report for the work.
Step 10	Selected individuals who have accepted the job opportunity will be logged in the Casual Labour Register form by the HR, see appendix III and will be shared with the respective department or Contractor/subcontractors requested copying CR ready for the requester to make necessary in-camp entry clearance using the Casual Camp Access Form shown in annexure 1. The requester will be responsible for completing the casual camp Access form and the associated processes and sharing a copy with CR and HR

4.4 Follow-up and monitoring

Step 11	Each department and/or contractor/subcontractor will be required to submit a list of worked casuals to HR, copying in CR the completed filled Form - annexure iii at every end of the work. This will be verified against the hired and registered labour by HR and CR.
Step 12	Random verifications of individuals' domicile, inquiries about potential bribes, requests for favors, or other discriminatory practices will be made by HR and CR representatives.

4.5 Transparency and Accountability measures

Step 13	
A	Monthly casual labour hiring information will be posted on all villages and sub-village notice boards. The information needs to inform the names of casuals hired, the numbers of hires, gender, location of hire, and duration.
B	Monthly radio messages of Community engagement meetings on TNCL local hiring processes will be done to ensure the community understand the process.

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C	Quarterly surveys of community perception on knowledge of TNCL casual labour recruitment procedure and information on monthly hiring done by CR through Focus Group Discussions, WDS, VDC, and VGA meetings.
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4.6 Payment Process

Step 14
<p>A. The payment must be completed within seven days after the casual labor completes his/her working circle of a maximum of 14 days in a month.</p>
<p>B. Casuals who claim not to have been paid are to be assisted by checking the CASUAL ATTENDANCE FORMS (of the month they claim to have worked). This is to verify if they indeed attended the site. After the attendance is confirmed, an M-PESA form of their respective identified dates will be refilled, and their ATTENDANCE FORMS will be attached along with new petty cash and sent to the Dar office for payment for the case of TNCL work and for contractors/subcontractors will have their own system of ensuring they audit the claim from casual labour and pay after confirmation.</p>

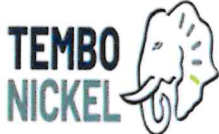
4.7 Key points to note:

- a) All casuals should be provided with PPEs at work.
- b) All casuals should go for health checks and be inducted before the assignment.
- c) All Contractors /subcontractors will be required to submit their request for casuals to CR department, copying HR of Tembo Nickel. No one is allowed to hire without adhering to this process.
- d) For short-term technical jobs: All employees (contractors and subcontractors/ Tembo Nickel) will request TNCL HR for guidance before proceeding. When advertised, then the local population with the desired skills will be given priority.
- e) No Casual or short-term staff should be employed without medical health check for job fitness and full induction. Once inducted should sign and records be kept in the relevant OHS department with a copy to the HR office.

5. OCCUPATIONAL HEALTH AND SAFETY PROCEDURES

5.1 Introduction

Casual labour is among the group of employees identified during our company risk assessment to be at a higher risk of occupational diseases and injuries. This is due to inadequate awareness of workplace occupational and safety hazards and being involved in high-risk tasks.

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5.2 Method statement and risk assessment

Indicate step by step how the work will be conducted, list all activities and for each activity, identify the hazard, who is exposed, and the suitable personal protective equipment for the job.

5.3 Plan to mitigate the risks.

Mitigation measures must be implemented, including training and suitable Personal Protective equipment.

Induction: All casual labourers must undergo the site visitor's induction provided by the OHS Department as part of the induction.

Job role/ tasks: The supervisor must submit a document indicating the tasks the employees will be exposed to, the duration, and the period that the employee will be working.

Medical check-up: All casual labourers must undergo the medical check that will be conducted at the mines site clinic. The casual labourers will undergo medical evaluation including drug and alcohol tests.

Training: All casual labourers will undergo specific hazard awareness during the course of work, which will be provided by the user department. The aim is to increase hazard awareness and how to use control measures, including personal protective equipment.

6. APPROVALS

Termination of Service because of alcohol usage

At TNCL, we care about the safety of the employees and people other than employees. If casual labourer tests positive for alcohol during entry or at any time while on site, he/she will be suspended from working for one day for the first offence and for the period of six (6) months for the second offence.

7. SYSTEM EVALUATION

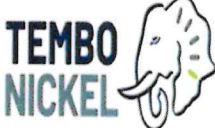
This procedure shall be reviewed at least after two years by members of Human resources department and presented to the Standard Committee for approval, or when organizational changes take place or required as part of internal and external audits. The TNCL Document Controller will monitor compliance with the document control system on an ongoing basis.

8. DISTRIBUTION

List physical locations which require a controlled copy of this document.

Table 3:

Copy	Controlled Document Folder Location
Master	Controlled Documents Central Filing System

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9. CONTRAVENTION

Any breach of this procedure shall be regarded as refusal/failure to carry out a lawful instruction and will be dealt with as per the disciplinary procedure.

10. DOCUMENT CHANGE PROCESS

The process of document change starts when the document custodian identifies there is need to make changes within the document. The document custodian/ owner shall complete the document change request form, sign it off and submit it to the Document Controller.

The Document controller shall issue the controlled word copy of the document to the respective document custodian/owner so that changes may be made. The document custodian/owner shall resubmit the updated document to the document controller so that the document can be controlled and updated within the Filing system ready for use by the end users.

10.1 Reason for Change

Table 4:

A	As a result of incidents	F	Change in training requirements
B	As a result of the audit findings	G	Results of risk assessments
C	Integrate with the company, society needs	H	Change due to spelling or grammatical error
D	Changes in legislation	I	New document format
E	Changes in technology	J	To integrate special instruction into the document control system

10.2 History of Change

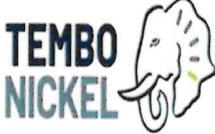
Table 5:

Date of Change	Revision No	Revised Item (paragraph Number reference if required)	Reason Code	Name of Reviewer
06/06/2023	01	Age verification, the process owner, General format, casual request and Payment Process	G, E, C	Gervas Patrick
24/10/2023	02	All pages	I, C	Peter S & Bernard S

11. RECORD CONTROL

Table 6:

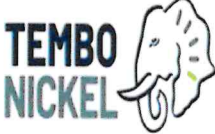
Document Title:	Document ID:	Responsible for Maintenance:	Responsible for Filing:	Location of Storage:	Retention Period:	Method of Disposal:
Casual Labour and Temporary employees	TNCL-HRE-SOP-0004	Document Controller	Document Controller	OHS Department	Hard Copy two Years	Hardcopy shared electronic file

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12. DECLARATION

I hereby declare that I have taken part in the discussion of this procedure, and I understand its contents and do commit that I shall ensure compliance hereto:


	Name and Surname	Company Number	Designation / Role	Signature	Date Signed
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
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APPENDICES:

Appendix One: Visitor Request Form

Please complete this Form at least two days before the casual Labours commence duties.

	STANDARD FORM	Document ID	TNCL-HRE-FRM-0008
	VISITOR REQUEST FORM	Document Owner	Human Resource Manager
		Revision	01
		Approval Date	01 st September 2023

VISITOR REQUEST FORM

Please complete this Form at least 07 days prior to the date of your proposed visit.

HOST INFORMATION	
Name & Surname:	Department:
Position	
Company	
Status (Employee/Contractor)	
Email	
Mobile Telephone	
Arrival Date on Site	
Departure Date	
Total number of days on site	

VISITORS INFORMATION	
Date of Visit	
Time of Arrival	
Company	
Name & Surname	
Identification Number	
Contact Number	
Vehicle Registration	
Vehicle Model and colour	

Does this person require accommodation on site? Yes No

Reasons for visiting Tembo Nickel

	Name & Surname	Signature:	Date:
Camp Management			
Approved By HOD			

Note: The host will be responsible for the visitor and need to always accompany him/her.

