

COMPANY POLICY REGARDING EMPLOYMENT

1. Preamble

Grace Temporary & Permanent Staffing Services (GTPSS) operates as an independent employee placement agency and specialises in recruitment and placement of employment candidates of the highest calibre. In order to meet our obligations to our clients, we embark on a full scale evaluation of all potential employees, to ensure that the most suitable candidate is employed and assigned to a specific client. With this goal in mind, we are establishing the following policy.

2. Scope and application

This policy applies to all job seekers, job applicants and potential employees, and is also for the benefit of all company clients. For purposes of distinction, the following definitions will apply:

- (i) "Company" shall mean Grace Temporary & Permanent Staffing Services (GTPSS).
- (ii) "Clients" shall mean any of the company's existing or potential clients to whom the company renders an employment service.
- (iii) "Job seeker" shall mean a person who is not gainfully employed and who has left his/her name and curriculum vitae at the company head office.
- (iv) "Job applicant" shall mean a person who applies for a specific available post as advertised by the company.
- (v) "Employee" shall mean a person who has signed an employment contract with the company and has commenced performing a work function for the benefit of the company's client/s at such client/s premises.
- (vi) "Contract of employment": a valid contract of employment shall be concluded and/or come into operation once:
 - The company has offered an employment position to the job applicant; and all the terms and conditions of employment have been fully agreed between the parties; and
 - The applicant has accepted such offer in writing; and
 - A written contract of employment has been concluded between the parties; and
 - The applicant has been successfully placed with a client of the company and has actually commenced performing the work function for which such applicant had been appointed.

It is imperative for job seekers to know and understand that acceptance of your curriculum vitae and/or resume in no way guarantees that you will be selected and/or recruited as a job applicant or employee of the company.

It is therefore furthermore imperative for job applicants to know and understand that even though the company may subject and/or refer you to a complete job screening process, this in no way guarantees you an offer of employment or a job placement with any of the company's clients, and you shall have

no rights or entitlements as an employee of the company, until such a time as you have been employed in terms of a valid contract of employment concluded between the parties as provided above.

The company furthermore reserves the right to advertise any employment position without prejudice and or right of recourse for any applicant should they not be selected to fill a specific employment vacancy as advertised. In addition, an advertisement for employment should be viewed as an invitation for potential applicants to make application to the company and such advertisement is in no way construed to be an offer of employment by the company.

Furthermore, any applicant and/or application selected shall in no way guarantee recruitment or placement by the company of such candidate, and all candidates shall be subject to the company protocol with regards to screening and testing processes applied.

Whilst the company in no way discriminates against any job seeker, job applicant and/or employee, the company is compelled to conduct the necessary tests and interviews to ensure that the most suitable candidate is appointed to the particular vacancy, bearing in mind the specific operational requirements of that specific position.

Any decision reached by the company with regards to selection, placement and/or employment is final, and no further correspondence will be entered into with any unsuccessful candidates. It should further be borne in mind that the company is an independent, objective employment contractor and as such will not prefer any application, applicant and/or candidate above another if such reason for preference relates to nepotism, undue influence and/or familiar association with any party associated to the company's clients.

3. Procedure

All potential applicants must undergo any test/s which the company may deem reasonable and necessary as part of the screening process.

A refusal by an employee to undergo any the aforementioned testing will lead to the candidate's application not being further considered by the company.

The company reserves the right to conduct pre-employment drug and/or alcohol testing of any and all job seekers and/or job applicants, in order to establish their suitability either to be placed on the company's database of potential employment candidates and/or ascertain their suitability towards the operational requirements of any (existing or potential) client.

By order
Johan van der Berg (CEO)