



Employee Contract

Services: Wireless Internet Connectivity

Annexure F: Tool and Harness Policy

1. ELIGIBILITY

Eligibility for any company tools or Harness will be determined by the operational requirements as well as the employee's position within the company.

2. ALLOCATION

- a) Each employee that has a dedicated vehicle will receive a new harness, purchased August 2021, and a fully equipped toolbox as per employee's position.
- b) The technician dedicated to that vehicle takes full responsibility for the vehicle and the content that is dedicated to this vehicle e.g., harness, fire extinguishers, tools etc.

3. LOSS/ DAMAGE PROCEDURE

- a) An employee who is using the harness and tools in the dedicated vehicle needs to take full responsibility.
- b) If any of the items is lost or damaged when the technician takes over the vehicle, he takes responsibility to check the harness and the tools, if he/she finds that anything is missing /damaged. The Technician needs to report it right away to the manager or operational management.
- c) If employee fails to do this and the next technician takes over responsibility and finds the above-mentioned items damaged or missing. The loss will be deducted from the technician that failed to inform management.
- d) Any equipment in the vehicle that was allocated to the technician, that is damaged due to wear and tear will not be deducted from one salary. If found that there was malicious damage to tools or harnesses the replacement will be charged as negligence and deducted from the guilty party as stated by phrase 3. b) salary.

4. INJURY

- a) Any injury that occurs from damaged tools or harness will be held responsible against the technician that did not do his routine check of his equipment before entering the assigned vehicle.
- b) It is the employee's responsibility to ensure that all medical records are kept for purposes of submitting a claim with the Department of Labour in terms of the Compensation for Occupational Injuries and Diseases Act 130 of 1993.

Employee Name

Signature

Date