



August 2014

Code of Conduct for Unitrans Insurance LTD

INTRODUCTION

This **Code of Conduct** is intended to act as a guideline for management and employees in the handling of fair and equitable relations practices.

It is not intended to be a voluminous document “cast in stone”, but rather as an instrument for defining consistency in both employer and employee needs and requirements, concomitant to statutory law, rules and regulations and subject to update and amendment from time to time.

The content of this document is in line with legally acceptable norms and consistent with Group policies. Motors Group Office will establish the parameters of application and the divisional/franchise/business operations are required to comply accordingly. It is acceptable that specific operational requirements, based on geographic location, can influence available options, however, as stated above, consistency must apply to application.

Caution and absolute regularity must be applied to all dealerships/branches/divisions/businesses operations within the Group in matters relating to fair practices and issues directly related thereto.

A copy of this Code must be available at all times as a guide and indication of Group requirements.

OBLIGATIONS AND RIGHTS:

We recognize that the relationship between employer and employees contains mainly elements of common interest, as well as elements of conflicting interest. Socio-political changes are rapidly taking place in all facets of our daily environment and management will ensure that a realistic approach is continuously maintained.

All employees have the following obligations and rights:

EMPLOYEE OBLIGATIONS:

- The obligation to meet the statutory and agreed terms of the employment contract.
- The obligation to further the business interests to the best of his/her ability.
- The obligation to meet acceptable and agreed standards of work requirements and performance.
- The obligation to refrain from misconduct and unacceptable behavior.
- The obligation to abide by reasonable policies and procedures.
- The obligation to be respectful to all, irrespective of station or standing.

Unitrans Insurance Ltd
Reg. No. 1999/0 01865/06

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(Cnr. Sloane Street)
Bryanston East, 2152

P.O. Box 69574,
Bryanston 2021

Tel: (011) 549-3100
Fax: (011) 549-3205
Website: <http://www.um.co.za>

Directors:
FA Patrizi (Chairman)
A Rhodie (Managing)
R Griessel
JHN van der Merwe
MA Scharneck
H Walker

Company Secretary:
JMWR Pieterse

- The obligation to carry out management's legitimate instructions.
- The obligation to observe all statutory requirements pertaining to conditions of employment and conduct.



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EMPLOYEE RIGHTS:

- The right to work.
- The right to fair remuneration and conditions of service.
- The right to protection and safety of health.
- The right of access to job related training and re-training.
- The right to organize and belong to a trade union, party to the Motor Industry.
- The right of non-association and association.
- The right to raise issues with his/her immediate supervisor / manager, or the next level of seniority if necessary, without the fear of victimization or intimidation.
- The right to job security and protection against unfair labour practices.

MANAGEMENT OBLIGATIONS:

Management, in line with its responsibility for the affairs of the business, is responsible for managing industrial relations in a manner, which looks to the long term growth of the business and in the interests of the clients and shareholders.

In keeping with this responsibility, management inter alia, accepts the following obligations:

- The obligation to abide by all statutory legislation.
- The obligation to conform to the agreed terms and contract of employment.
- The obligation to provide a safe working environment in terms of prevailing legislation and NOSA recommendations.
- The obligation to provide a certificate of service when required.
- The obligation not to victimize or intimidate.
- The obligation to honor all valid and legally acceptable contractual agreements concluded between management and employees.

MANAGEMENT RIGHTS:

In order to meet its obligations and in keeping with the responsibility to manage the Company, management has, inter alia:

- The right to manage the Company on the grounds of sound business decisions based on the state of the economy and prevailing business trends.
- The right to control employment requirements.
- The right to direct access to employee representatives.
- The right to enter into employment contracts.
- The right to further the Company's business interests in a lawful manner.
- The right to expect employees to carry out reasonable and legitimate instructions to the best of their individual abilities.

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- The right to fair discipline in terms of the employment contract, agreements and legislation acceptable in law.



LEGISLATION:

“We will operate within the laws of the land and will abide by current and updated statutory legislation.”

The legislation that is applicable to the employment of staff is as follows:

- Main Industrial Agreement and other subsidiary Agreements for the Motor Industry, administered by the Motor Industries’ Bargaining Council (M.I.B.C.O.).
- The Labor Relations Act.
- The Skills Development Act.
- The Employment Equity Act.
- Equity and Fair Discrimination Act.

- Compensation for Occupational Injuries and Diseases Act. (WCA)
- Unemployment Insurance Fund Act.
- Occupational Health and Safety Act. (OHS Act)
- Income Tax Act.
- Wage Determinations applicable to certain categories of staff.
- Acts on line website at www.acts.co.za.

Acts and statutes which required to be displayed in a conspicuous position at the work place, irrespective of the above, will be so placed by the management.

THIS IS AN EXTRACT FROM THE CODE OF EMPLOYMENT PRACTICE FOR UNITRANS AUTOMOTIVE GROUP – UPDATED IN MAY 2009.

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