

1. PURPOSE

Study assistance could be provided by the company to non-employees in the form of bursaries, and where appropriate vacation work and practical exposure.

The company will provide such study assistance to serve the following purposes:

- 1.1 To infuse the company with *critical skills* needed in future, thereby enhancing the skills base of Afrimat.
- 1.2 To enable historically disadvantaged individuals to obtain formal qualifications and thereby contribute to the *social development* within the local communities.
- 1.3 To infuse the company with appropriately qualified historically disadvantaged individuals in order to achieve the *BEE objectives* of the company.

Ideally, study assistance is to be provided to individuals who meet all three criteria, thereby gaining maximum return on the investment by the company in all three domains.

2. POLICY

Regardless of commitments given in terms of Social Labour Plans or BEE objectives, the provision of study assistance is totally subject to the discretion of management. Management has the discretion to approve or to reject applications for study assistance, and to reduce any study assistance to a level that may be less than what was applied for in the first place.

3. NEEDS ANALYSIS

Subsidiaries are to determine their need for study assistance through:

- 3.1 Identifying critically needed future skills based upon their business plans and operational objectives;
- 3.2 Liaison with Government bodies (e.g. DME (Department of Minerals and Energy) - Relevant to Aggregates Subsidiaries) and/or other local economic development authorities and entering into agreements about social development plans (e.g. related to each mining license application); and
- 3.3 Determining BEE objectives in terms of BEE legislation.

4. CRITERIA FOR STUDY ASSISTANCE

Once the need for study assistance is determined and the budget for this expenditure is approved, then the subsidiaries must identify candidates in terms of the purpose of this policy (see par 1) and enter into a STUDY AID AGREEMENT (example attached as Annexure A) with them.

Criteria used to identify the candidates are to be transparent and objective, bearing in mind that all three purposes of this procedure are to be served. Important criteria therefore are:

- i) The intended direction of study of the candidate, and the potential direct benefit that the studies may have for the operations of the company.
- ii) The contribution that such study aid will make towards corporate initiatives and priorities such as social and labour plans, employment equity, skills development, succession plans.
- iii) The company has the right to waive this duty to work a "work-back" period without disclosure of reasons.

5. SCOPE OF STUDY ASSISTANCE

Study assistance may cover any (or all) of the following aspects:

- i) Bursary to cover Study Fees: Registration fees, course fees, laboratory fees, book fees, residence fees, travelling expenses and any *bona fide* other fees directly related to the course enrolled for.

- ii) Practical Work Exposure: Where students are required to obtain specific work exposure for qualification purposes, such practical exposure will be sought within the operations of the company. If such exposure is not practicable or available within the company, then the bursar will be allowed to seek such exposure externally. Internal exposure will be provided with payment of a wage as agreed to in the STUDY AID AGREEMENT. External exposure will be at no pay from the company.

The conditions applicable to an individual receiving any part of the above assistance are:

- i) That the individual successfully completes all the subjects that study assistance is granted for, and pass the relevant assessments (including examinations) for the relevant subjects. Should the individual fail any subject(s), then the company has the option to either stop the study assistance for subsequent study terms (semesters, years), or to reduce or terminate future bursary.
- ii) That the individual undertake to work for the company for a “work-back” period equal to the period that he/she took to study towards the approved course. For this purpose, a calendar year is to be worked back for bursaries covering a study year, and six months is to be worked back for bursaries covering a study semester covered by the bursary. The company has the right to waive this duty to work a “work-back” period without disclosure of reasons.
- iii) No amounts are repayable to the company if the individual fails or terminates a course prematurely but work-back undertakings remain effective. The company has the right to waive this duty to work a “work-back” period without disclosure of reasons.

6. PROCEDURE

- 6.1 While support and assistance is given by officials of the company, and the company’s Sustainability- and Human Resources departments are available to counsel and advise the individual, the bursar is responsible for all enquiries and to make all arrangements for the proposed studies.
- 6.2 The individual completes the “Application for Bursary” – form, and attach certified copies of his/her highest educational qualification, certificate of conduct (school), and all other relevant certificates of achievement (e.g. school honorary colours, subject prizes, cultural- or sporting achievement) together with details of the intended course.
- 6.3 The Skills Development Manager in consultation with the Human Resources Manager and the responsible line manager of the company evaluates applications against the criteria as depicted in par. 4 above, and make a recommendation, make a note of the motivation for the recommendation, and forward it to the Executive Manager / Director for final approval. Applicants are only to be advised of the status of their applications after duly approved or rejected by the Executive Manager / Director. Any individual bursary that exceeds R 25 000 in one calendar year is to be co-approved by the General Manager Human Resources or General Manager Sustainability.
- 6.4 The Skills Development Manager or Human Resources Manager then facilitates communication with applicants, and ensures that the required agreements are entered into, and that the requirement payments are made at the appropriate times.

7. TIME FRAME

In order to enable the company to evaluate and prioritize applications for study assistance, applications are considered annually in November. Applications for study assistance are to reach the Human Resources department by 15 November.

If the budget for bursaries is not depleted in the November then *ad hoc* applications will be considered during the course of the year.

AANSOEK OM BEURS # APPLICATION FOR BURSARY

AANSOEKER: Volle name en van:

APPLICANT: Full Names and surname: _____

Biografiese besonderhede (soos per Wet op Gelykberegtiging - EEA):
Biographical data (as per Employment Equity Act - EEA):

Bevolkingsgroep
Population Group

A/C/I/W

Geslag
Gender

M/F

Adres: _____

Postal address: _____

Voorgestelde Studierigting en Vakke: _____

Proposed Course and Subjects: _____

Motivering vir Aansoek _____

Motivation for Application _____

Aard van Studiehulp verlang:

Type of Study-aid requested:

Aard / Type	Detail	Bedrag / Amount
Finansieel/Financial:	Registrasiefooie / Registration fees	R
	Onderriggeld / Study fees	R
	Koshuisgeld / Residence fees	R
	Diverse (Beskryf) / Diverse (Describe):	R
	Totale beurs bedrag aansoek / Total bursary amount applied for	R
Blotstelling/Exposure	Beskryf/Describe:	

Naam:

Name: _____

Handtekening:

Signature: _____

Datum:

Date: _____

RECOMMENDATION: Skills Development
Manager / HR Manager

Bursary amount recommended: R

Exposure recommended: Yes/No

Comments: _____

Naam:

Name: _____

Handtekening:
Signature: _____

Datum:
Date: _____

RECOMMENDATION: Senior Manager

Bursary amount recommended: R

Exposure recommended: Yes/No

Comments: _____

Naam:

Name: _____

Handtekening:
Signature: _____

Datum:
Date: _____

APPROVAL: Executive Manager / Director*
(* plus General Manager HR / Sustainability if higher
than R25 000 in 1 calendar year)

Bursary amount approved: R

Exposure approved: Yes/No

Comments: _____

Naam (Name):

Name(s): _____

Handtekening(s):
Signature(s): _____

Datum(s):
Date(s): _____