

# KHUMANI SUN

August 2022

- p2** Leadership at Khumani: Transparent communication
- p3** Spreading love and kindness on Mandela Day
- p7** How to tell if it's a real job opportunity or an ugly scam
- p8** Cannabis and the workplace
- p11** 5 Things to do before taking out a loan.



## Dear Colleagues

**Amid observing celebration of National Women's Day, we are also called to observe a key lesson of the value of open and honest communication.**

Clear communication in the workplace and your daily life is non-negotiable for teams striving towards high performances. Without open communication, tasks face the risk of being uncompleted, team members can become disengaged, resulting in the company culture being lost in translation.

Determining Key Performance Indicators (KPIs) enables us to clearly communicate expectations and objectively measure our performance against set targets. Our objectives of Zero Harm and 365 LTI Free Days are just two of our most important KPIs. I personally commit

myself to these targets and encourage every employee at Khumani Mine to join me in ensuring that our environment at the mine remains a safe and sustainable operation. By taking our values of care, accountability, and excellence to heart, we ensure that every employee returns home safely after every shift.

We are also aware of vacancy scams in our area that advertise positions available at Khumani Mine. I strongly remind all employees that Khumani Mine **does not advertise vacancies on either Facebook or WhatsApp nor would we ever charge a fee to confirm interviews.** Vacancies at Khumani Mine are advertised via email, on Khumani Interact and in local newspapers. We are committed to investigate the opportunity to communicate vacancies

via LinkedIn and will inform employees once this becomes available.

Thank you to every employee who contributed 67 minutes or more of their time to the legacy of Nelson Mandela during the month of July. I do believe we all can contribute to alleviate the hardships experienced by communities in our area. Let us continue to **"do what we can, with what we have, where we are"**.

Let us remain focused, follow the preventive measures which keep us healthy and safe, and be vigilant in every task that we perform.

Sincerely,  
**Mark Oosthuizen**



**ASSMANG**

**IRON ORE**  
KHUMANI MINE

# LEADERSHIP AT KHUMANI

## TRANSPARENT COMMUNICATION

### WHAT IS TRANSPARENT COMMUNICATION?

Transparent communication is to communicate clearly and in a way that helps others to understand you.

### WORKING TOGETHER

Help other people with their work (Including people from other departments).

### CLEAR COMMUNICATION

Approach other departments as 'us against them'.

### DO I WORK WELL WITH OTHERS? You collaborate well if you:

- ✓ Share information
- ✓ Help others solve problems
- ✓ Embrace diversity
- ✓ Listen to everyone's ideas
- ✓ Motivate others
- ✓ Build strong relationships
- ✓ Work with other departments
- ✓ Support others with their tasks

## We must work together

At Khumani, want to work together. If we work together, we help each other reach goals by sharing ideas and understanding that people have different skills and knowledge that can help us complete a task.

### OLD BEHAVIOUR

Not interested in what other departments are doing.

Only thinking of myself.

Work alone and don't share responsibility.

Communicating in a way that distances you from others (e.g. mainly through email).

### NEW BEHAVIOUR

Listen in meetings and conversations.

Ask about what is important to other departments.

Think about others and what they're going through.

Offer to help people working in other departments.

Address issues face-to-face, even if email is easier.

## Steps to working well with others

### 1. STOP

If I don't know how to do something or can't do it by myself, I don't give up. I need to complete my task.

### 2. THINK

I need to think about how I'm going to complete my task. Is there someone who can help me?

### 3. ACT

Approach someone who has different ideas and skills. Ask them if they can help me to complete my task.

'If you want to go fast, go alone. If you want to go far, go together.'

AFRICAN PROVERB





# Spreading love and kindness on #MANDELA DAY

Khumani's CSR Department, along with the Gamagara Municipality, represented by Mayor Hantise, and various stakeholders, had staff packing hampers for the local community.

Nelson Mandela spent 67 years fighting apartheid, sacrificing a 'normal' life to serve humanity. In 2009, the United Nations declared 18 July Nelson Mandela International Day. Globally, citizens are encouraged to spend 67 minutes on that day to contribute towards overcoming poverty, which Mandela said is not merely charitable, but 'it is an act of justice' (Global Citizen, 18 July 2022).



Fifty over-80-year-olds were handed hampers to feed a family of four for one month. With our unemployment rate at 34,5%, a SASSA pension is often the sole means of feeding multiple-member households. The care hampers provided some relief to the elderly, offering a little dignity in old age.





# ‘Sejo Se-nnye gase fete molomo’

‘Be thankful for what you receive even if it is not enough, as there are many people among us who have nothing at all.’

Fifty new-born care hampers will also be handed to the most needy mommies at the Kuruman Hospital. The challenges the poor face are often hard to comprehend by those more fortunate. Impoverished mothers need assistance to welcome their baby into a caring environment.



Those of us who are employed and with a decent lifestyle should stop to think about what we can do to assist those less fortunate than ourselves. This is the spirit of Mandela – 67 minutes sacrificed once a year honours that spirit.

Sources: [www.nelsonmandela.org/nelson-mandela-foundation-day-information](http://www.nelsonmandela.org/nelson-mandela-foundation-day-information)



# Khumani promotes education through support of the local **adult basic education and training centre**



## **Adult Basic Education and Training**

Education is an essential component of the reconstruction, development and transformation of South African society. The government's policy for adult basic education and training (ABET) must be understood within the overarching goal of building a just and equitable system that provides good-quality education and training to adult learners throughout the country.

ABET is the conceptual foundation for the learning and development of lifelong skills. As an outcomes-based programme, ABET aims to provide basic learning tools, knowledge and skills, and provides participants with nationally recognised qualifications.

As part of our SLP 3 initiatives, Khumani Mine is committed to assisting the local government in the relocation of two modular classrooms to the Sishen Primary School for an ABET centre. This centre will be able to accommodate 63 learners per session, which translates to a legacy of improved education in the communities of the Gamagara Local Municipality. The Sishen Primary School benefits from this initiative by having additional classrooms available for their developing English-phase classes. The school recently introduced two Grade 1 classes and two Grade 2 classes, with the two English legs developing as learners pass their current grade and move on to higher grades.

Apart from the provision of furniture and air-conditioning units, Khumani Mine installed solar electricity systems after the relocation of the two classrooms to ensure the modular classes can function independently in the evenings when adult learning will take place.



Women are the epitome of  
**courage, hope, and life.** Let us take a  
pledge this Women's Day that we will make the  
world a much better place for them. You are  
**bold, beautiful, compassionate  
and caring.**

*Wishing you a very  
happy  
Women's Day*  
9 August 2022





# How to tell if it's a real job opportunity or an **ugly scam**

With several elaborate job scams plaguing the internet, it is safe to say that we could all do with a few tips to ensure we are conducting a safe job search.

If it's too good to be true, it's probably a scam. If a position sounds like a dream come true and you cannot believe your luck, chances are the advert is probably a scam.

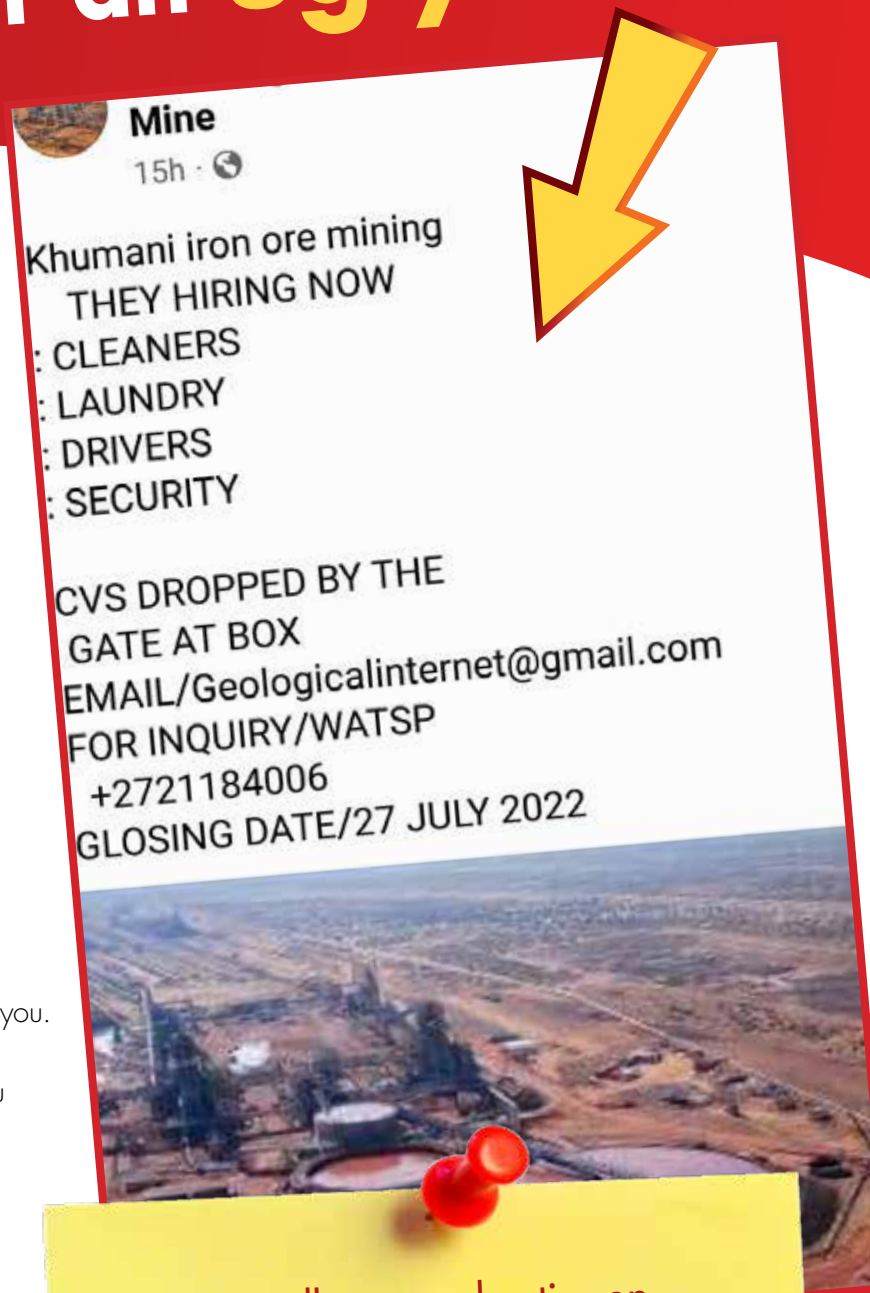
Also, if the 'hiring manager' is requesting important documents urgently, or if the information requested makes you feel uncomfortable, or something just does not seem right, proceed with caution.

Look at the grammar of the advert, pay close attention to the follow-up emails or phone calls. How do they request your information? Via fax?

If so, it might be a scam.

## Obvious red flags to be aware of:

- The company wants to hire you without interviewing you.
- The advert has grammatical and spelling errors.
- When you are meant to start, your employer tells you that they are abroad and need you to run a few errands for them.
- You have to provide the employer with credit card or bank account details and personal information.
- You did not contact them, they contacted you.
- You are offered an incentive – often a large sum of money – for using your bank account to transfer money or deposit cash.
- They tell you that they have deposited a large sum of money into your account, but it may take a week or two to reflect.
- You are promised a six-figure salary for doing little to no work.
- The job advert looks valid, but the contact's email (e.g. sam@gmail.com) differs from the company's website domain (e.g. sam@XYZlimited.com).
- The job advertises how much money you will make rather than what your duties and responsibilities will be.
- You need to pay fees for a uniform or induction – anything that involves you having to pay for a job application is fraudulent.



Khumani will never advertise on Facebook or Instagram, nor send WhatsApp's to confirm interviews. Khumani will also not request you to pay for an interview. **As from mid August we will use the Khumani LinkedIn page for job advertisements** (Link to the LinkedIn page: <https://www.linkedin.com/company/assmang-khumani/>).

# Cannabis and the workplace

When the Constitutional Court unanimously ruled to decriminalise the use of cannabis in September 2018, many people did not pay much attention to the details of the ruling. Many thought that everyone was now free to use or smoke cannabis to their heart's content.

The key points made by Chief Justice Raymond Zondo in reading out the judgement are:

- An adult person may use or be in possession of cannabis *in private* for his or her *personal consumption in private*.
- The use, including smoking, of cannabis *in public* or *in the presence of children* or in the presence of non-consenting adult persons is *not permitted*.
- The use or possession of cannabis in private other than by an adult for his or her personal consumption is not permitted.
- The cultivation of cannabis by an adult in a private place for his or her personal consumption in private is no longer a criminal offence.

It is important to note that it remains illegal to use or smoke cannabis/dagga/marijuana/weed in public, or in the presence of children or non-consenting adults. So, if you visit someone who objects to it, smoking cannabis is not permitted. Regarding the growing of cannabis, the ruling emphasises that this applies to growing it in a private place for personal use. This means that the dealing in/selling of cannabis remains illegal.

Since the ruling, several dismissal cases have been ruled on, both in the CCMA and the Labour Court. In one of the earlier cases (*Mthembu and Others v NCT Durban Wood Chips*) the CCMA upheld the dismissal of several employees for positive cannabis tests. A key consideration in that ruling was the dangerous work they did.

The circumstances in a more recent case reported in GroundUp on 2 July 2022 are significantly different, in that the dismissal of an office-based employee for repeatedly testing positive for cannabis was upheld by the Labour Court. The court ruled that the decriminalisation of cannabis in 2018 does not give protection to employees who are in breach of a company's 'zero tolerance' policy towards the use of intoxicants, whether the employee's performance was impaired or not.

In this case, Labour Court Acting Judge Makosho Ntsoane found that the employee did not present evidence of her claim of medicinal use which she made as an 'afterthought' after she had been caught out. In his ruling, the acting judge reiterated that the company was entitled to its zero tolerance policy, and that the policy was binding on all employees. He found the company had acted consistently in applying its policy.

It is important for employees to be aware of the implications of these rulings. The fact that cannabis can be detected days after it was used, depending on the type of test, poses a problem for employees who use cannabis, especially those who work in companies with a zero-tolerance policy towards intoxicants.

## Sources

- <https://mybroadband.co.za/news/business/451102-south-african-court-rules-companies-may-fire-cannabis-using-workers.html>
- [https://en.wikipedia.org/wiki/Cannabis\\_in\\_South\\_Africa](https://en.wikipedia.org/wiki/Cannabis_in_South_Africa)
- <https://www.labourguide.co.za>



# GAS SAFETY **at home**

**With load shedding a daily reality, many people are turning to gas for cooking and heating. There are a number of safety considerations to observe when using gas.**

**Although gas is safe to use if correctly installed, unsafe installation or use could lead to explosions and fire. There are a number of guidelines to follow when installing a gas system.**



These are some of the South African National Standards (SANS) guidelines:

Gas equipment/system installations must comply with SABS requirements (SANS087).

- Gas bottles may not be installed less than 1 metre from doors/windows.
- A certificate of conformity must accompany the sale of a property with a gas installation.
- Copper pipes through walls must be sleeved.
- The installation of gas appliances must have a certificate of conformity.
- Gas bottles heavier than 19 kg must be stored outside.
- Use gas stoves with adequate ventilation.
- Never open the gas flame too high.
- Always turn the gas off properly after use.



Carbon monoxide poisoning Carbon monoxide (CO<sub>2</sub>) can be deadly, so know the signs of CO<sub>2</sub> leaks to take early action. You may be exposed to gas leaks unknowingly.

CO<sub>2</sub> is produced by unburnt fuel. CO<sub>2</sub> can be found near an open fire, a cooker, water, central heating, a gas fire and a boiler.

Symptoms of CO<sub>2</sub> poisoning include:

- Pale skin
- Dizziness
- Chest pain
- Drowsiness
- Nosebleeds
- Flu-like symptoms
- Difficulty breathing
- Ringing in your ears (tinnitus)

If you suspect that there is a gas leak, open all windows and doors, turn off the gas valve, vacate the property and contact your local emergency services.

Have your appliances checked and serviced at least once a year and keep your loved ones safe by following our tips.

Sources

<https://www.santam.co.za/blog/home-advice/gas-safety-at-home-here-s-what-you-need-to-know/>

<https://www.nichemarket.co.za/blog/constructive-criticism/gas-safety-tips-home>

# BEWARE OF BOGUS POLICE OFFICIALS AND HIJACKINGS IN GAUTENG



# BE AWARE HIJACKING

**Khumani Mine would like to bring the following to the attention of all our stakeholders when travelling to (and in) Gauteng.**

Khumani Mine would like to bring the following to the attention of all our stakeholders when travelling to (and in) Gauteng.

There has been an increase in hijackings at certain intersections in Randburg, Gauteng by criminals pretending to be police officers. These areas are being targeted:

- Malibongwe Street and N1 both on and off-ramps
- William Nicol on and off-ramp
- The stretch of N1 North and South between Malibongwe and William Nicol roads.

Suspects allegedly operate in a group of two to four and use different vehicles with blue lights. The vehicles used include:

- A white Ford Ranger
- A white VW Polo
- Blue/white silver Toyota Corollas
- Grey Nissan Navara
- Grey Nissan Almera



Victims, who believe they are dealing with genuine police officials, are held against their will, and dropped off in different areas in Gauteng.

Khumani Mine would like to remind you to follow these tips to stay safe:

- Do not stop for anyone. If you suspect that the person might be a false official, drive to the nearest police station, shopping centre or any other busy area.
- Do not drive to your house, because you could be followed home.
- Do not park at an abandoned area to talk on your phone.
- Always keep your windows closed.
- If someone tries to force you out of the road, stay calm and constantly blow your horn to draw attention.

Theft of items in motor vehicles and motor vehicle parts as well as the use of a remote jamming device to block or jam the locking mechanism of cars are becoming everyday occurrences. We urge our stakeholders to be vigilant when traveling.

**Remember to always pay special attention to your surroundings when traveling anywhere in South Africa.**

Source: [www.businesstech.co.za](http://www.businesstech.co.za)





# 5

## THINGS TO DO BEFORE TAKING OUT A LOAN

In today's time, taking out a loan is as easy as using a computer or phone and a website, and you're a few clicks away from getting the credit you want.

However, just because you can doesn't mean you should. When it comes to a decision that could affect the next few years (or twenty) of your life, consider the after effects, this will determine whether you really need the loan or not.

Read our five things to do before taking out a loan to help you start analysing your financial future.

### 1

#### Assess your ability to pay it back

Write down your income and subtract all your expenses (food, transport, housing, insurance - everything!). You can also use the bank website's 'Monthly repayment calculator' to see how much the loan would cost you every month.

### 2

#### Calculate all the loan expenses

When you take out a loan, you won't just be paying interest on the amount you're borrowing. There might also be additional annual fees involved, penalties, and increases. Calculate the total amount of what you'll owe so that you don't lose money in the long run.

### 3

#### Look for discounts

During tax season, a lot of banks and other credit institutions offer discounts on the loan's interest rate. Shop around to save on costs. Sometimes there will be extra rebates for online applications, interest discounts or fee waivers that all count in your favour.

### 4

#### Improve your spending habits

Did you know that the bank determines your loan approval, the amount you're approved for, and the interest rate based on your credit score? A good credit score is made up of paying back the money on time, avoiding excessive credit borrowing, and avoiding a low balance.

### 5

#### Prepare as much as possible

Have all your documents ready to submit as soon as you decide to get a loan. Prepare your proof of income, address, and anything else that's needed so that you can submit them as soon as they've been requested.



## Rain Stick craft

### YOU WILL NEED:

1. Paper towel roll
2. Aluminium foil
3. Rice
4. Clear Sellotape
5. Wooden spoon
6. Broom handle
7. Coloured paper
8. Optional: funnel

Rain sticks are fun instruments.

When you turn them upside down it makes the relaxing sound of rainfall which you can sit and enjoy or even dance to.

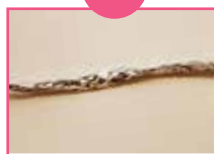
1.

Tear a sheet of foil about 25cm long.



2.

Twist the foil into a stick-like shape.



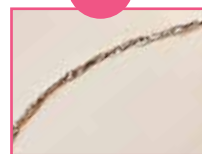
3.

Wrap the foil in a spiral shape tightly around the broom handle.



4.

Tear a small piece of foil about 18cm long and twist this foil into a skinny, wire-like shape.



5.

Wrap this thin piece of foil in a spiral shape tightly around the handle of a wooden spoon.



6.

Pull the spiralled foil sticks from the broom handle and wooden spoon's handle and insert the smaller spiral into the larger spiral. **NB! This is the key step that makes the rain stick work.**



7.

Place the end of the paper towel tube onto a sheet of paper and trace a circle around it. Do this twice (once for each end).



8.

Draw a bigger circle around the small circles you just drew.



Cut out the larger circles.



9.

Make lots of cuts from the edge of the paper to the inner circle.

Fold the paper flaps up the sides of the paper towel tube and secure with clear Sellotape.

10.



11.

Once one end of the tube is closed, insert the two foil spirals you created.



12.

Add about 1/4 cup of dried rice to the tube.



13.

Secure the other end of the tube with the other circle of paper.



14.

Use enough Sellotape to make sure everything stays together.



15.

Wrap a sheet of coloured paper around the tube. You can also decorate your rain sticks with Koki's and rubber bands.



Source: <https://www.giftofcuriosity.com/diy-rain-stick-craft/>

### DO YOU HAVE ANY NEWS TO SHARE?

If you have had any team or individual successes or achievements in your team – we want to hear from you!

Please contact:

Elizna.Badenhorst-Peens@assmang.co.za

### CONTACT US:

Khumani Mine  
Dingleton Road  
544 Parsons, Kathu, 8446

Tel: +27 (0) 53 723 8252

Fax: +27 (0) 86 563 2103

“The sound of rain needs no translation.” Allan Watts