



Knight Signs (Pty) Ltd

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INTERNAL / INTERNE MEMORANDUM

To all Knight Signs Staff Members and All Contractors Petroleum Company Work - Smoking, Drugs and Alcohol

As was mentioned to everybody present in the BP Safety Talk by Alec Pawley on Thursday 28 February 2008, BP takes a very strong point of view on smoking, alcohol and drugs while working on their sites. We are currently in the process of re-evaluating the rules on safety standards required by Total SA, which up to now have been very indistinct.

Rather than being caught unawares in this regard, we prefer to take preventative measures and **with immediate effect implement a total ban on the use or possession of any of these substances while on any petroleum site.**

In line with the Health and Safety Mandatary contract signed with Knight Signs, we will thus take the strongest measures / means possible should any staff member, contractor or his / her employees be caught using or being in possession of these substances while on any petroleum site, as we are not willing to put any or all work at these sites at risk.

We would thus recommend that any employee, who wishes to smoke, may do so by leaving the site and smoking outside the site boundaries. We wish to remind you that smoking is not allowed in any vehicles used on-site either. However, for the duration of the work no drugs or alcohol may be consumed or possessed. The same rule applies for anyone reporting for work while being under the influence of any of these substances.

We believe that this will not only be to the advantage of Knight Signs (Pty) Ltd, but also to your own company and hope that our working relationship will continue to thrive.

Aan alle Knight Signs Personeel en Alle Kontrakteurs Petroleum Maatskappy Werk – Rook, Dwelms en Alkohol

Soos aan almal teenwoordig deur Alec Pawley van BP deurgegee op die BP Veiligheidsvergadering op Donderdag 28 Februarie 2008, neem BP 'n baie sterk houding in met die gebruik of besit van enige sigaretprodukte, dwelms en alkohol wanneer daar werk op enige van hulle terreine gedoen word. Ons is huidiglik ook in die proses om die die Total SA standarde te heradresseer wat tans baie vaag en onduidelik voorkom.

Om te voorkom dat ons op die verkeerde voet betrap word in die verband, verkies ons eerder om voorkomend op te tree en stel ons dus **met onmiddellike effek 'n totale ban in op die verbruik of besit van enige van die produkte terwyl daar gewerk word op enige petroleum terrein.**

In lyn met die Mandaat wat u geteken het met Knight Signs in terme van Gesondheid en Veiligheid, sal ons dus van die strengste moontlike terme / maatreëls gebruik maak indien enige van die personeel, kontrakteurs of hulle werknemers betrap word met die besit of gebruik van die produkte. Ons wil nie enige of alle kontrakte op die weegskaal plaas nie.

Ons beveel dus aan dat indien enige persoon wil rook, die terrein verlaat word en daar buite die grense van sodanige terrein gerook word. Ons herinner u ook graag daaraan dat daar ook nie in voertuie op terreine gerook mag word nie. Daar mag egter glad nie van alkohol of enige dwelms gebruik gemaak word nie. Dieselfde reëls geld ook vir enige persoon wat onder die invloed van enige van bogenoemde produkte vir werk opdaag.

Ons is van mening dat die ban voordelig sal wees vir beide Knight Signs asook u eie maatskappy en sien ons uit na 'n lang en voorspoedige samewerking.

Geteken: Naam: _____ Handtekening _____ Datum: _____
