

Tel : +27 (0)53 313 1651
Fax : +27 (0)53 313 2081
Email : info@rufco.co.za

P.O. Box 50
Postmasburg
8420

Web : www.rufco.co.za



POLICY STATEMENT

1. The Human Resources Policies and Procedures pack is used to communicate, record and administer approved Human Resources related policies and procedures for Rufco Construction.
2. The Human Resources Policies and Procedures pack is intended to provide guidelines to employees regarding their conditions of service, rights and privileges as well as their commitments to the company.
3. The Human Resources Policies and Procedures will be applicable to all employees. All employees should keep themselves fully acquainted with the contents of the pack and should follow these procedures in order to ensure effective Human Resources practices.
4. This manual does not seek to replace or undermine management's discretion and decision-making. The aim is rather to provide guidelines that will assist and promote sound and equitable decision-making, which is in the interests of the company and its employees.
5. In order to ensure consistent application, deviations from the practices contained in this manual will only be permitted once prior approval from management has been obtained.
6. Enquiries in respect of the interpretation and application of the provisions of this manual should be directed to management.
7. As human resource priorities may change over time, the policies and procedures will be scrutinized regularly and amended should changing circumstances necessitate it.
8. All valid and approved Human Resources Policies and Procedures are included in the Human Resources Policies and Procedures pack.
9. The Human Resources Policies and Procedures pack remains the property of Rufco Construction.
10. The Human Resources Manager will be responsible for the distribution and execution of all approved Human Resources policies to relevant employees.

Directors: J Titus, C Ruffini, O Ruffini, T Ruffini van der Merwe, O Ruffini