

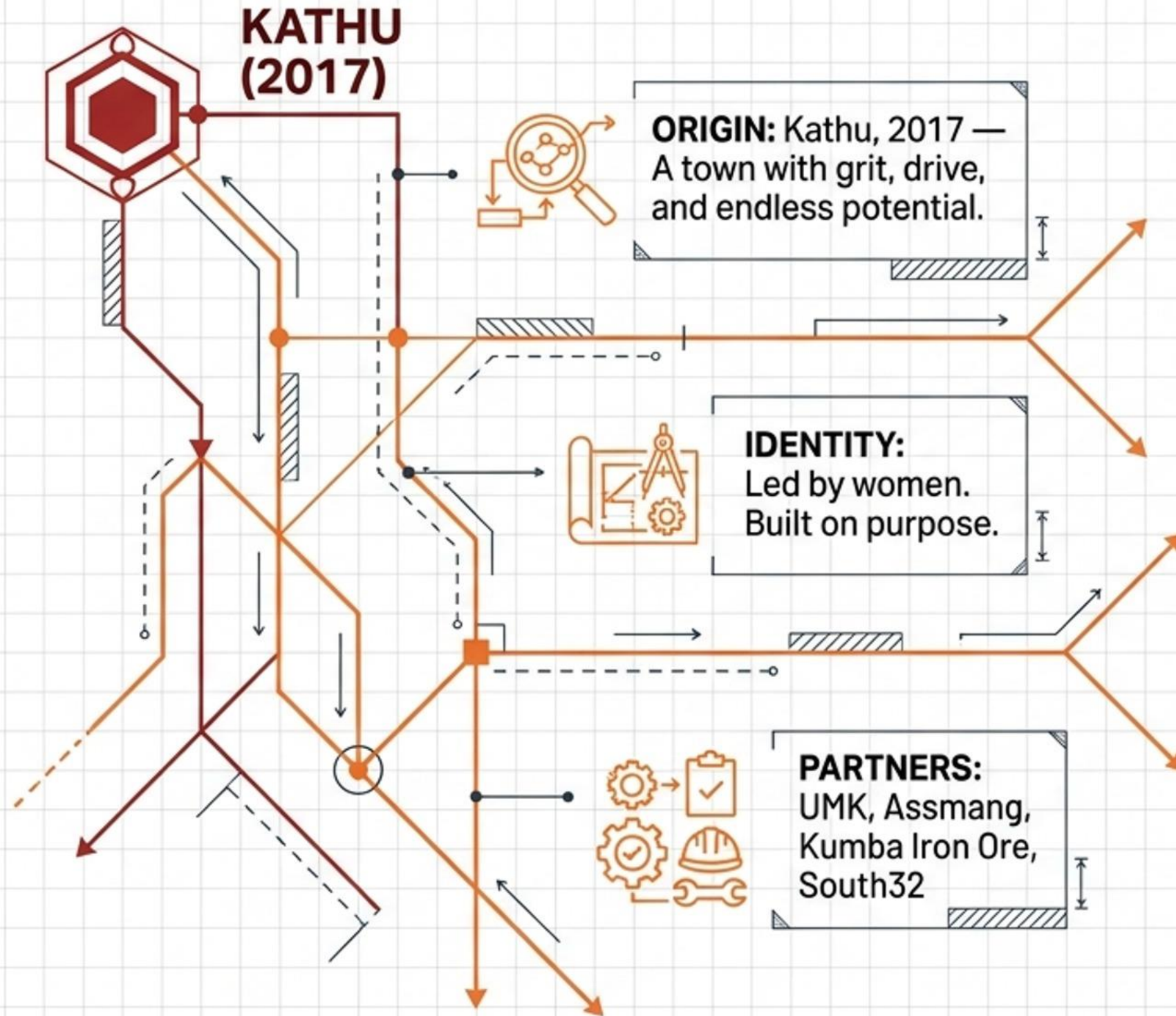
Welcome to Tshepa Basadi

Employee Induction & Onboarding Guide

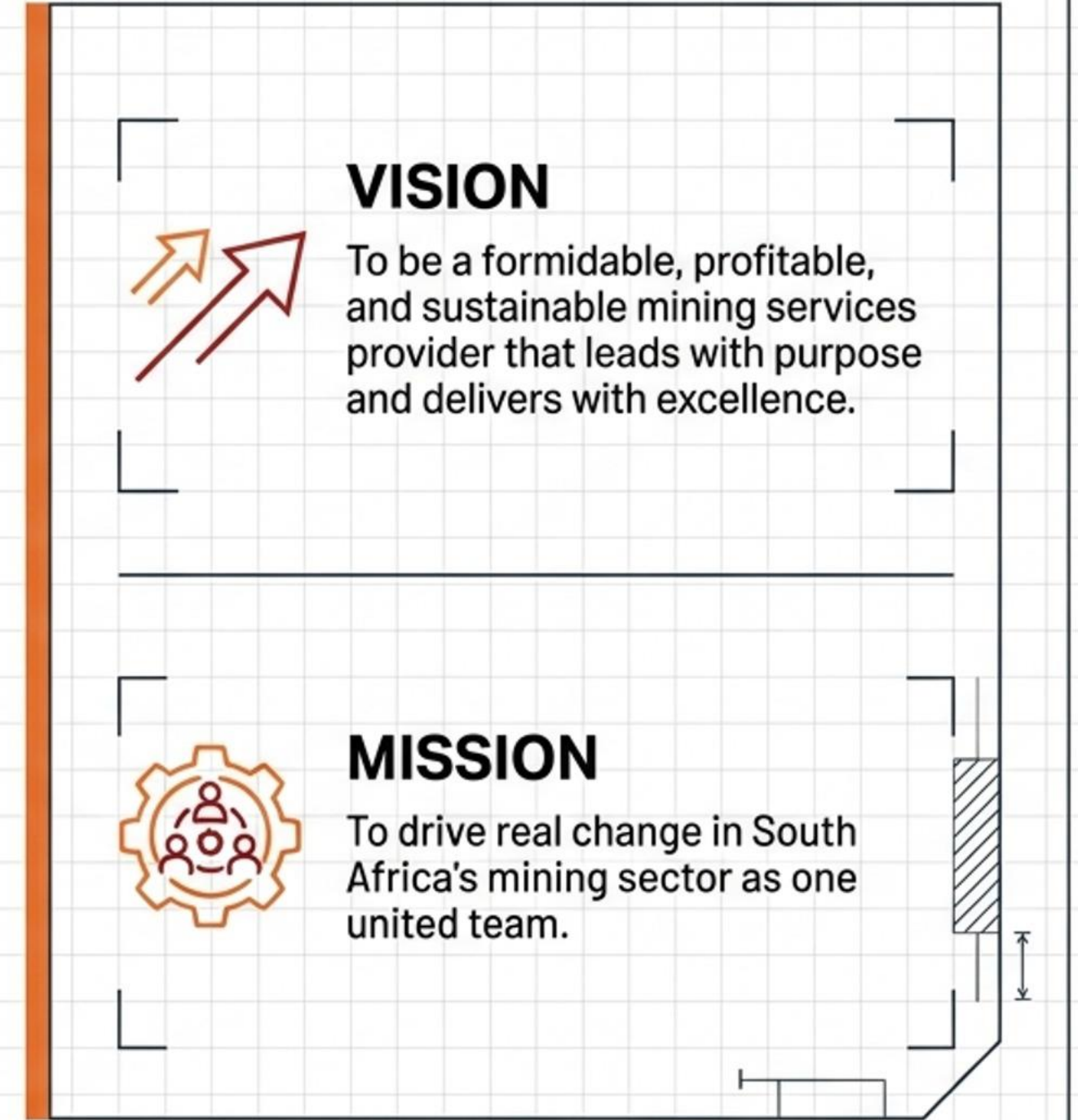
Creating a respectful, safe,
and empowering workplace.



THE JOURNEY

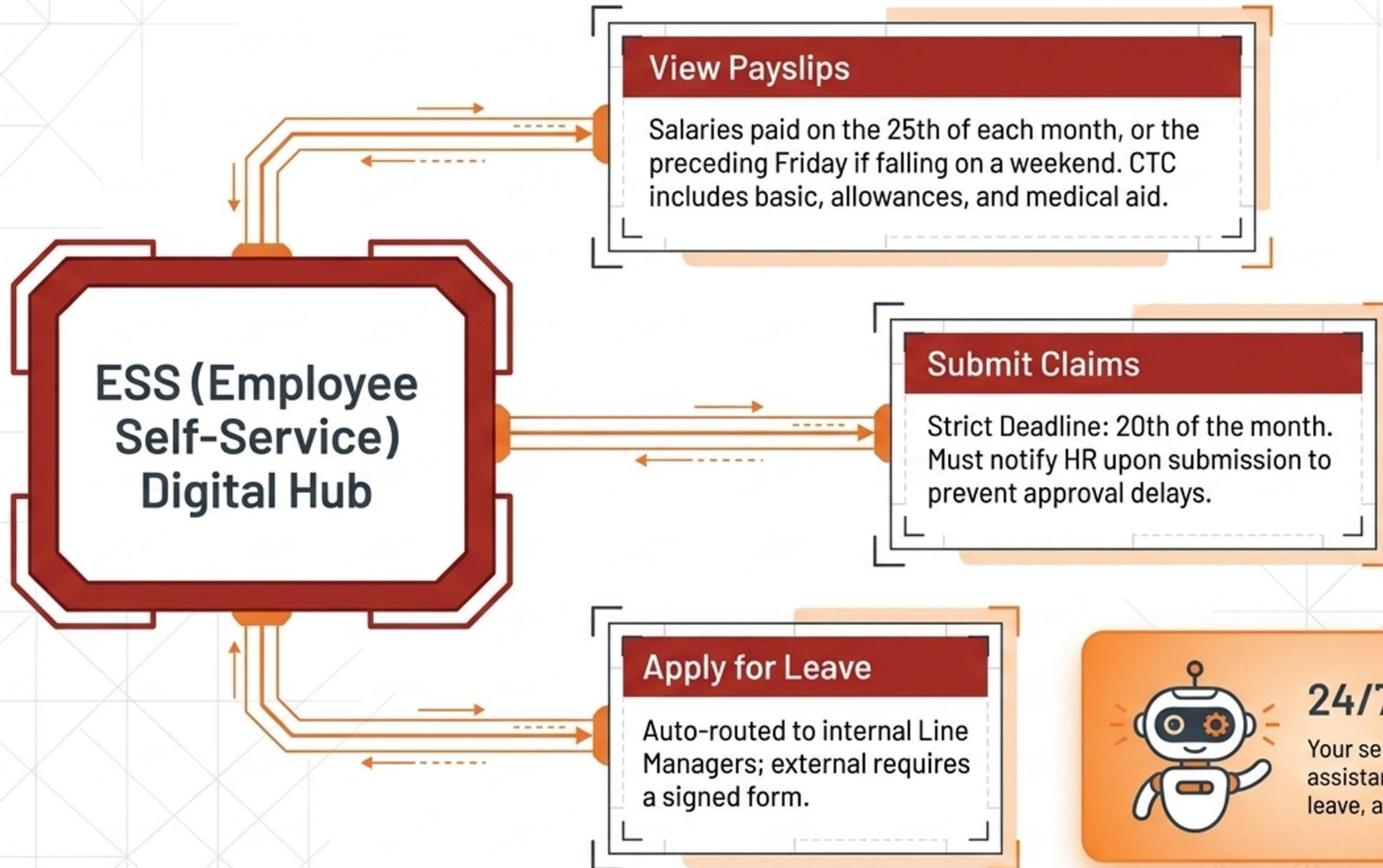


THE VISION



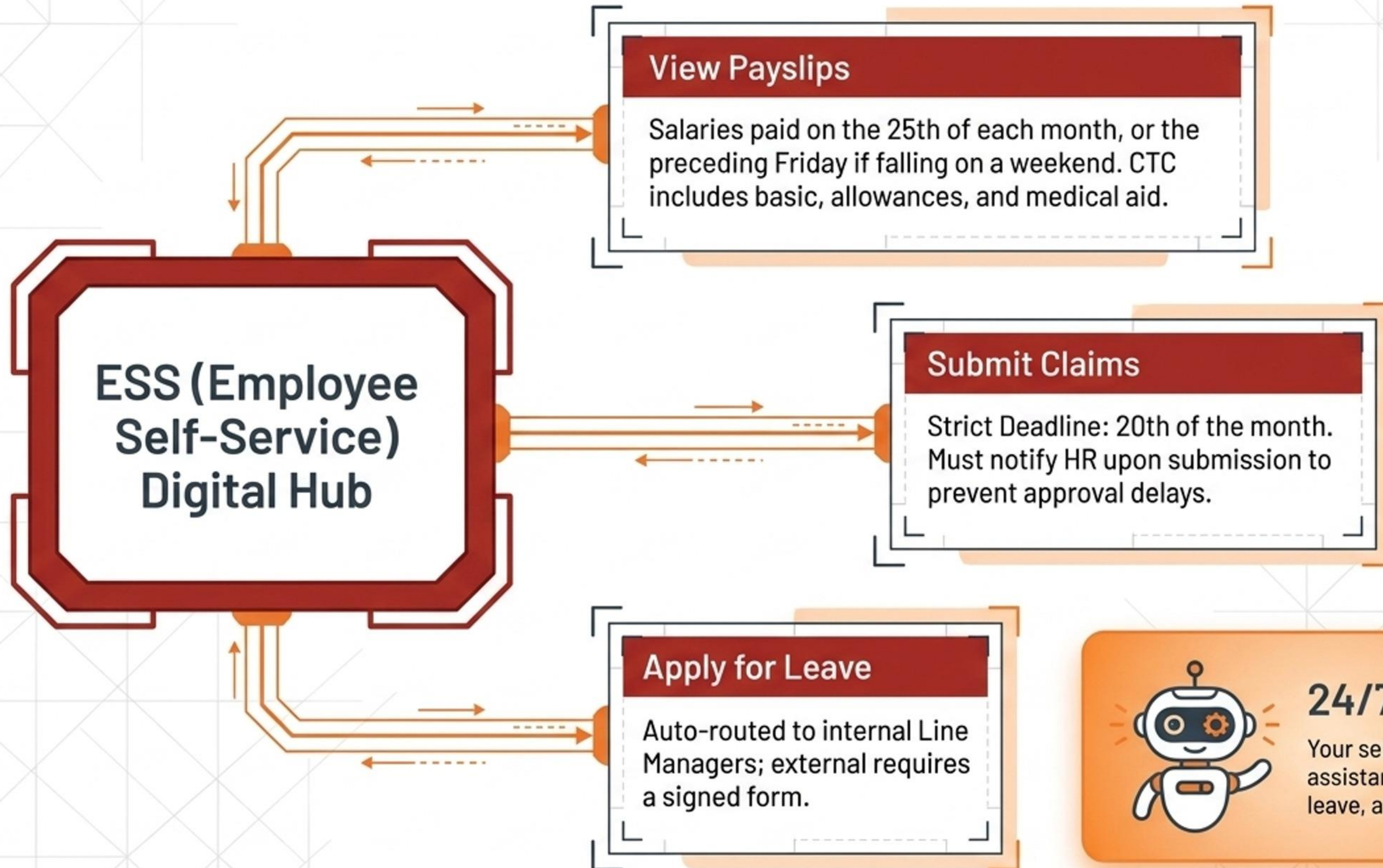


We don't just hang our culture on a wall; we carry it through the corridors and let it power every move we make.



24/7 HR Bot

Your self-service assistant for policy help, leave, and payslips.

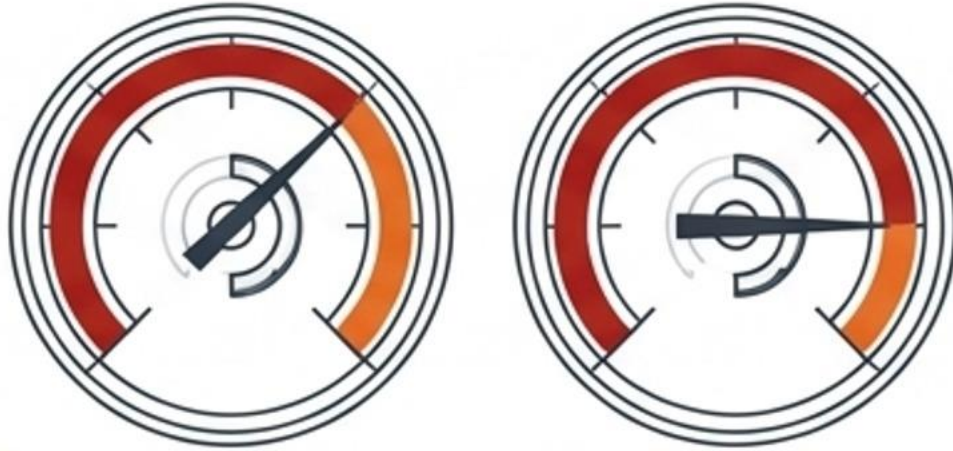


24/7 HR Bot

Your self-service assistant for policy help, leave, and payslips.

Time Portfolio Dashboard

Hours



45-Hour
Weekly
Maximum

Mon-Thu: 07:00–16:00.

Fri: 07:00–13:00.

(Note: Required overtime is recorded as time in lieu)

Leave Diagnostic Matrix

Leave Type	Allocation	Rules
Annual Leave	15 Days	Accrues monthly. Strike absence counts as annual leave.
Sick Leave	30 Days / 3 Years	Medical certificate required in specific instances.
Maternity Leave	4 Months	6 weeks paid by the company.
Study Leave	10 Days / Year	1 day before exam + 1 day of exam.
Family Responsibility	5 Days / Year	Standard allocation.

OPERATIONAL DISCIPLINE FRAMEWORK

ATTENDANCE ACTION TIMELINE



PROGRESSIVE DISCIPLINE STEPS



Act in good faith, follow lawful instructions, maintain safety.

The Standard: Zero-Tolerance Conduct & Ethics

Fraud, Bribery & Corruption

Strictly prohibited. Offenders face dismissal, loss recovery, and legal charges.

Conflict of Interest

Personal interests must not conflict with company interests. Transparent disclosure is mandatory.



Sexual Harassment

Zero-tolerance approach. Treated as serious misconduct.

Investigation Guarantee

Complaints are investigated within 5 working days with absolute confidentiality and protection guaranteed.

Support & Growth: The Tshepa Basadi Promise



Professional Growth

Study Assistance

Available to permanent employees (prioritizing designated groups) for career-related, SAQA-accredited qualifications, including postgraduate studies.



Personal Well-being

FAMSA Employee Assistance Program (EAP)

Free access to counseling for stress, trauma, family issues, financial stress, and substance abuse.

Reach out for support: ☎ 053 723 1564 | ☎ 0800 145 20 | 📱 WhatsApp: 082 727 8810

**Welcome to the Movement.
You are not just filling a role.
We build with purpose, we
lead with courage, and we
grow together.**



Need quick answers? Your 24/7 self-service assistant is ready. Scan to access the HR Bot for immediate policy help, leave applications, and payslip viewing.