HON. MINISTER LEFOKO MOAGI'S INAUGURAL VISIT TO OLDM

The Minister embarked on his inaugural visit to the Orapa, Lethakane & Damtshaa Mines (OLDM) to understand the operations and socio-economic impacts the organisation has in the Boteti region.

Hon. Moagi was taken for a tour at the world-class mining plants in Orapa, the diamond treatment plant in Lethakane, as well as Orapa Hospital. He was briefly taken through some of the processes at the Mines. A former miner himself, who has worked for Debswana, the Minister had a lot of insightful questions and comments, and was delighted to see that the Company has over the long term managed to remain efficient, while improving its operational processes. He further commended OLD Management and employees for a well-executed response to the COVID-19 pandemic as evidenced by the numerous risk management protocols that are in place.

The Minister received an update about Debswana’s Orapa Today, Boteti Tomorrow (OTBT) project, a multi-million Pula project aimed at diversifying the economy of Orapa and which will add value to the lives of the people of Orapa and Boteti Sub District as a whole during and beyond the life of OLD mines. While observing social distancing protocols, the Minister also had an engagement with OLD leadership and employees during his one-day visit at the Mine.

The Minister’s visit markedly came on the eve of Debswana’s 51st anniversary, which was on 23rd June 2020. Debswana is proud to have made a significant contribution towards National development since its inception, and will continue to do so through current and future strategic initiatives such as the ongoing Debswana citizen economic empowerment programme to create many more opportunities for the people of Botswana.
It gives me great pleasure to present to you a newly refreshed look for Teemane, yet another mark of our evolving efforts to make this publication as valuable, relevant and appealing to you, our loyal readers, as possible.

In this issue, we are pleased to share key updates from across all sites as our teams have all started returning to full operations post the National lockdown. Putting Safety First has always been a priority for us at Debswana, and this is now more true than ever before in the wake of the pandemic. We share stories within of our embrace of innovation and technology to battle COVID-19 and install new processes and protocols to keep our people safe, of continued key stakeholder engagements in all locales, of saving aids and investments tips, and much, much more.

We hope you enjoy this issue, curled up with a cup of tea in this chilly weather, and humbly ask for your constructive feedback on our new look, and any ideas you wish to see put forward to make Teemane even greater.

Thank you!

Tiro Diepo
Editor - Corporate Centre
tdiepo@debswana.bw
The praise was noted during the June Council meeting following OLDM Management update to the Council on various topics. This included but was not limited to the Mine’s workplace response to COVID-19, community response activities, safety, diamond market and Corporate Social Investment initiatives.

Sub-District Chairperson, Hon. Molemi Galeragwe, commended Debswana for its continued support to the Council in an effort to uplift people’s lives. “The Council appreciates what Debswana is doing through its Corporate Social Investment, especially in supporting our communities in areas of education, access to healthcare, water, food security and through employee volunteerism,” said Hon. Galeragwe. Moreover, he commended Orapa United for winning the Mascom Top 8, further noting that this has made the whole Sub-District proud.

Similar sentiments were also echoed by Hon. Ntebogang Kgosi of Tawana Ward-Lethakane, who also appreciated Debswana’s regular and meaningful engagements that were not only limited to Councillors but the entire Boteti leadership. In addition, Hon. Ntebogang thanked Debswana for boosting the local economy by ensuring that the reusable masks were produced by tailors in Boteti.

When briefing the Councillors, the OLDM General Manager, Bakani Motlhabani, re-assured the Sub-District Council that Debswana remains committed to strengthening its relations with neighbouring communities. He further mentioned that the company would continue to work closely with the local authorities and community members to improve their lives.

Community relationships remain integral to our stakeholder approach as Debswana. May we always invest in these for mutual benefit.
Investing is putting money into an investment vehicle to generate returns. Investing is mainly focused on wealth creation. The key factors to consider with investing are risk, return, volatility and liquidity. Here, we define these key terms.

**Risk:** the possibility for an investments to change in value, or the possibility of losing some or all of an investment. There are individuals who have a high risk appetite and some are risk averse. Depending on the type of relationship you have with risk, it will determine your comfort in putting your money in a specific vehicle.

**Return:** this is the reward an investor gets from investing. There is a direct correlation between risk and return. The higher the risk, the higher the return and vice versa.

**Volatility:** this is the rate at which the value of an investment changes. There are investments that are very volatile, such as stocks or shares. This means the rate at which their value changes is high, and could go either way. A share price of a stock could be P2.00 today, and the next day grow up to P3.50. It could also decline from P2.00 to P0.50 in a short period of time.

**Liquidity:** how soon an investment can be converted to cash. Depending on your investment goals, either short-term or long-term. This will influence whether you put your money in an instrument that you can easily convert to cash or not.

All the above factors are very crucial in making an investment decision. It is important for an investor to establish their personal goals for investing, and consider all of the above.

There are various asset classes or investments to consider too and these are:

1. **Equities/share**
2. **Cash**
3. **Bonds**
4. **Property**
5. **Alternative investments**

For purposes of this article we will focus on bonds. A bond is a fixed-income instrument that represents a loan agreement made by a lender (creditor) to a borrower (typically a corporate or Government). Generally, at some point in time, a company may want to raise capital (funds) to expand operations, while Government may also want to raise funds to finance infrastructure development or plug a budget deficit.

To address this need, companies (those that do not want to issue shares to raise capital) may approach the commercial banks to acquire a loan. However, in some instances, they may find out that the commercial banks are unable to provide the amount of funds that are required to finance their projects. The alternative solution to this problem will be to raise the required capital by issuing a bond (a debt instrument) to a public market.

Key to note about this asset class is the fixed interest that the investor will generate. The returns are guaranteed and pre-determined over a period of time and schedule. It has low or secure risk, since it has Government backing. The return is somewhat guaranteed; it has little volatility and not very liquid. This is because there is agreed fixed time to maturity for the bond issued.

The lender in this situation is known as the bondholder e.g. you and other creditors. The borrower is known as the issuer of the bond e.g. Government.

A bond has interest rate referred to as a Coupon, which is paid at different intervals annually e.g. (quarterly, half yearly, etc.) It has a maturity date at some point in the future, where the Principal (original amount of the bond) will be paid together with the interest of that year or last quarter interest of the year (as per agreement). Bonds are long term investment so it is important to consider your financial plan attached to the investment. E.g. If your bond is P20,000 for 10 years and pays 6% annually, you will get P1,200 interest yearly and P21,200 in the final year.

There are two types of bonds in Botswana: Government bonds or corporate bonds. Government bonds refer to those that have been issued by the Government of Botswana through the Bank of Botswana. On the other hand, corporate bonds are those that have been issued by non-sovereign entities in Botswana such as corporates, parastatals and non-Government organisations. As such, if a State-Owned Entity or a Parastatal issues a bond, it would not be regarded as a Government Bond.

The trading of Government bonds is done through the Bank of Botswana’s licensed Primary Dealers. Contact the Global Markets divisions of the licensed primary dealers. These are the below banks:

1. First National Bank Botswana
2. Absa Bank Botswana
3. Stanbic Bank of Botswana
4. Standard Chartered Bank of Botswana
5. Bank ABC

It is important to learn and understand more about other investment options that are available locally and participate in them. Investing is a good way to safeguard your financial future and generate returns.

For more information, contact the Sedimosa Office:

- boitumelo@debswana.bw or 24702
- kmrarapane@debswana.bw or 32347
The discussions focused on various issues of mutual interest such as the livelihood of communities in and around Jwaneng, developing sustainable communities, promotion of sustainable living, development of local food sources, water management, environmental and economic sustainability and support for local businesses. The meetings also touched on infrastructure development, education, sports development, tourism and prioritising of sharing of ideas and information on critical controls and COVID-19 prevention measures.

In his remarks, Koolatotse pointed out that, “Supporting local businesses directly increases the economic sustainability of a community because when money remains in a community it is available for use by that community. Further, when local businesses prosper, new jobs are created for other community members. Sustainable development can reduce crime, conserve valuable resources, attract viable economic development, preserve natural beauty and culture, and bring communities together.”

He also encouraged communities in and around Jwaneng to use their resources to meet the current needs and ensure that adequate resources are available for future generations.

Kgosi Justice Motlhalane of Sese village applauded Jwaneng Mine for supplying his village with potable water during and beyond the National lockdown. Kgosi Motlhalane said, “On behalf of the people of Sese village I want to acknowledge the incredible work that the Management of Jwaneng Mine. The Mine bowsers portable water into our 4 reservoirs and the arrangement remains a safe and reliable way to access clean water needed for drinking, cooking and maintaining personal hygiene. The reliable supply is important at this time of a public health crisis as it helps improve sanitation and hygiene among residents.”

Jwaneng Mine bowsers more than 40,000 litres of potable water to the villages of Sese and Betesankwe in a week. The support is significant in the fight against the spread of COVID-19, as residents are able to maintain high standards of hygiene by washing their hands regularly and avoiding social contact.
The impact of the unexpected gesture was lauded by a SACCOS member, Waserowe Ndlangamandla, when receiving her voucher to go and buy much-needed items for her household. “At first, I did not believe the message circulated on WhatsApp about the Society calling all members to claim grocery vouchers for their home. I braved the outdoors with my mask and sanitiser to collect this voucher and went straight to the shop and back home after,” said an elated Ndlangamandla.

Debswana always endeavours to empower employees to be financially responsible. Values such as Shape the Future are upheld by this SACCOS, along with other interventions to employees encouraging financial management. SACCOS was initially formed to accommodate A-C band employees with easy access to credit and savings, since they did not qualify for such in most commercial facilities in the past. It has grown to even welcome Management level employees.

SACCOS Orapa Chairman, Gosalamang Moikabi, who is also a Teacher at one of the OLDM schools noted that they initiated this move to issue each member a grocery voucher at the local grocery shops, debt-free, equal amount to all regardless of how much they have in their savings. “That is to say, nobody will be required to pay the money back, it is a member’s benefit,” he said.

Gosalamang appeals to Mine Management to continue supporting the Society by using their platforms to advance the SACCOS mandate and encourage new and existing employees who are not yet members to be members. The benefits are cut-above the rest in comparison to other credit and savings facilities. The aforementioned statement was emphasised by another recipient of the voucher, a GBF6 band employee who could not contain his excitement when expressing that in comparison to commercial banks, credit interest rates are significantly lower and interest on savings are higher with SACCOS.

“The savings are your reserves for a rainy day, more-so that the establishment is not as easily accessible as commercial banks. Members are now also encouraged to save for their children under principal members,” said Mr. Tumelo Molelekwa.

In these tough times, every saving is a key saving, so let us keep managing our money wisely.
Don’t Miss Out!

Introducing the Debswana Whatsapp platform. Join today for the latest COVID-19 and company updates.

Its easy,

JUST WHATSAPP THE WORD

“Hi”

to 75 997 062
Jwaneng Mine Embraces Technology in Fight Against COVID-19

Taking the battle against the new novel coronavirus pandemic to another level, Jwaneng Mine has moved promptly to install 9 access card readers and an infrared fever screening system. The two systems will help in the registration of all people who access the operation’s premises and monitoring body temperature.

“The access management badging system deployed at checkpoint was implemented to ensure compliance to COVID-19 protocols announced by Government. We installed 9 access card readers which have been integrated into our existing security systems for ease of administration and reporting,” said Jwaneng Mine Acting Senior Security Manager, Mpopi Moatlhodi.

Moatlhodi added that the system has assisted adherence to recommended protocols on social distancing as it has helped in de-congesting checkpoint which serves as a reception area for all people visiting the Mine. Further, she said the data from the system would help facilitate swift contact tracing amongst the visitors, employees and business partners if the need arises.

Jwaneng Mine COVID-19 Project Manager, Modiri Seiitei, said, “The non-contact temperature monitoring solution makes it possible to control the temperature of employees, customers and visitors at several checkpoints simultaneously. This provides little inconvenience or interruption to the schedule of the person being screened. Therefore, this has significantly increased efficiency at access control areas while at the same time ensuring compliance to Government regulations to monitor the temperature of all people accessing and leaving our premises.”

The system is set to detect people with potential fever and this helps limit the spread of COVID-19. In the instance that it detects a suspicious individual, it activates automatic audible warning, tracking and photo taking for storage that is convenient to query and analyse. Then, once a suspect is verified to have genuine high temperature, the “Suspected Case Management Process” will be initiated, starting with referral to the nearest Isolation Room.”

The non-contact system provides safer temperature screening from several metres away, avoiding the close contact required by temperature guns. This mitigates potential COVID-19 exposure to both the health professional and the person being screened.

The temperature monitoring system has been installed at the airport, hospital reception, checkpoint (buses badging area) and at Personnel Control Centre (PCC). Employees have embraced these two technologies to support the efforts of Jwaneng Mine in the fight against COVID-19.
Debswana Finance function (Debswana Corporate Centre Orapa and Jwaneng) raised funds as early as March 2020 to help the underprivileged in our Zones of Influence, both in Jwaneng and Orapa. The Debswana finance community realised that there are a number of people who have been negatively affected by the COVID-19 pandemic and Government alone could not afford to assist everyone, so they decided to contribute towards this noble cause,” said Lisindi.

The total contributions amounted to P15,500.00. The proceeds were split equally between Jwaneng and Orapa. Jwaneng Mine Finance & Audit Departments raised an additional P1,200.00 which was used to purchase 2 x 20l electrical urns to help provide students with hot water, information billboards to educate students on how to stay safe, 12 x 2l Savlon antiseptic liquid, 10 x pairs of heavy duty gloves, and 8 x pairs of rubber boots for hygiene purposes.

Mr. Godfrey Maswere, Finance Manager in Jwaneng Mine, explained that Mogale JSS was identified as a beneficiary because schools are re-opening now and these schools are going to need all the help they can get. “We cannot leave it to the Government alone; this is a great opportunity for us as Debswana employees to practice our Values of Shape the Future, Show We Care and Put Safety First.”

Well done, team Finance!
“An inspection was done by the Ministry of Health and Wellness to ensure that the School is compliant. The inspection focused mainly on ensuring social distancing is adhered to in all areas of the school and that hygiene facilities such as hand wash basins, sanitiser dispensers and soap are all available to students and teachers as frequently as possible. In Acacia, we went one step further and issued all students with masks and thermometers to ensure daily screening is done before coming to school each day.”

Students were also taken through an animated educational video on COVID-19 and the new normal. The video covered the need for students to wear masks at all times and adhere to social distancing rules. Teachers were also taken through this induction. Furthermore, Debswana Jwaneng Mine Health Services, had a session in which they educated teachers on COVID-19 and its effect on children as well as how teachers should handle a student in the case of ill health.

Moepi further stated that the School has adopted an alternate day cycle for students in Standards 1 to 6 in order to ensure de-densification at the School. “Students don’t come to school 5 days a week; classes have been divided into two and they attend school on alternate days. Standard 7s have a lot to get done before the end of year exam and, as their classes are small enough, they come to school daily.”

Outside, all swings and edutainment equipment has been removed from the grounds and spray paint has been used as markings to show students how far apart they should be from each other. “Standard 5, 6 and 7 pupils are older and can therefore interpret and abide by rules so these control measures have been working quite well,” Moepi.

Moepi emphasised that parents need to understand that they are the first critical control to keep students safe from COVID-19.

“Parents need to continually check in with their children and ask how they are coping with the new normal. They also need to ensure that their children understand the importance of keeping their face masks on at all times and that daily temperature screenings are vital.”

For children who are not yet back at school, Moepi encourages parents to turn every activity in the house into a learning opportunity. “Building a puzzle together, baking, cooking, kicking a ball and playing hide and seek are all learning opportunities. Parents need to ensure that they keep their children engaged and ensure that children are not busy with TVs, cellphones and computers all day.”

Let us all continue to ensure that our children are as safe as possible per the Acacia example. #StaySafe
WE ARE ALL SAFETY LEADERS

OLDM General Manager, Bakani Motlhabani, has urged employees and Business Partners to be safety leaders during this trying time of the COVID-19 pandemic and beyond. He reminded all that safety is one of Debswana’s core Values and part of who we are and the way we work.

“It is our collective responsibility to prevent or help stop the spread of COVID-19 – at our operations, at home and in our communities,” Motlhabani said during one of his weekly Visible Felt Leadership (VFL). Motlhabani implored all to play their part, speak-up where prevention measures are compromised, always maintain social distancing, wear masks, hand sanitise or wash hands with soap; further noting that these measures are readily available for all.

He further said that as teams returned to new ways of work, it was important that all know and implement the critical controls and infection prevention measures in their respective areas. “With the right level of rigour and effort, the goal of True Scratch Free and Zero Loss of Lives is an achievable one,” Motlhabani said.

Lastly, he also applauded all frontline employees “For being true ambassadors of the Company Values of Putting Safety First, Pulling Together and Showing We Care.”

Motelhabani expressed his confidence in this ambition, noting that we will get through this difficult time, because we are all in this together.

Bakani Motlhabani meeting with Ore Processing employees
THE ALBERT MILTON SAFETY LEADERSHIP AWARD

THE AWARD
Albert Milton, Managing Director of Debswana, was a true safety leader and his memory inspires all of us to do more to keep safe at work and at home. In this respect, De Beers Group will annually recognise outstanding safety contributions by an employee, team or contractor through the Albert Milton Safety Leadership Award, sponsored by Bruce Cleaver, De Beers Group CEO. The award and nomination process is open to all employees, teams or contractors. There will be one winning individual or team and two runner-up individuals or teams who will be announced on Global Safety Day each year.

THE REWARDS
The winning individual or team will:

- be recognised for their safety contribution across the business.
- receive an engraved medal and a certificate signed by the De Beers Group CEO.
- have their name(s) inscribed on the Albert Milton Safety Leadership Award trophy, and be in possession of the trophy for one year following their win.
- be allocated a budget for implementing or scaling their safety ideas in the year following their win.
- be photographed with the De Beers Group CEO.

The two runner-up individuals or teams will:

- receive runner-up engraved medals.
- receive certificates signed by the De Beers Group CEO.
- be photographed with the De Beers Group CEO.

Closing date 17 July 2020 17:00 BST
“I had the opportunity to be trained and be part of the team that will see how we were going to implement the OLDM COVID-19 strategy,” he said. “After being chosen, I was excused from my daily work responsibilities as Nurse-Midwife to focus on COVID-19 strategy implementation.”

In his many years of practice as a Nurse since 1999, this is the first pandemic he has ever come across, apart from HIV. Apart from the unprecedented challenges relating to increased workload for health workers during the first initial stage of the pandemic, it also presented fear of contagion to self and family members, according to Oanewa.

“Feeling under pressure is exactly what we went through together with my colleagues and it is quite normal to feel this way in the current situation,” Oanewa noted. “Stress and feelings associated with it are by no means a reflection that you cannot do the job or that you are weak.”

While he acknowledges the fear of infection, as they are the first contact and last contact of patients, he says protecting oneself is key. “Thankfully, at the moment we can’t complain of the availability of PPEs, sanitisers, hand soaps,” he notes. “I made sure that I bathed after coming in contact with the patients before I knocked off.”

Oanewa further said managing one’s mental health and psychosocial wellbeing during this time is as important as managing their physical health. “Taking care of yourself at this time is very important. i.e. ensuring adequate rest, sleep and eating well,” he said.

Another coping mechanism, according to Oanewa, includes sharing experiences and feelings with colleagues or family members. “Never believe that you can deal with stress alone. Thankfully, I have a very supportive wife and daughter who are giving their love and support 24/7,” he said.

Oanewa urges everyone to continue adhering to the public health protocols of social distancing, hand washing with soap or sanitising hands with alcohol based sanitisers. “Experience has shown that immediately after lifting of lockdown or easing of restrictions, the pandemic comes back strong and aggressive,” he said.
The Mine has for many years achieved implementation of and certification on Safety, Health and Environmental (SHE) Management Systems. This, in line with the Mine’s leadership commitments, continuous improvement of performance and its endeavour to achieve Absolute Zero Harm. March 2020 saw Jwaneng Mine undergo an External Audit conducted by TUV-SUD Management Services. The process comprises an annual audit by an independent body within a three-year cycle.

Roadmap to ISO 45001: 2018 Migration
Jwaneng Mine embarked on a transition project to align to the International Standards Organisation (ISO) 45001 which was launched in 2018. For the Mine, the transition project was extensive. It consisted of systems overhaul made up of awareness and competency training on the new standard, OH&S documentation reviews and OH&S Management System requirements workshops, amongst others. Following the successful implementation of these new requirements, it was therefore necessary to subject the entire OH&S Management System to a Third Party Audit for verification.

Re-certification Audits of OH&S and EMS Management Systems
Jwaneng Mine underwent a rigorous auditing process for both ISO 45001 and ISO 14001 standards. For the first time in External Auditing history for Jwaneng Mine, there was an increase in auditing man-hours (from 128 to 240 audit hours) posed by three auditors for each standard translating in an increase of audit days from 4 to 5 days. Although taxing, this presented an advantage for the Mine in that the audit teams covered almost all of the Mine’s processes with a view to progressing continual improvement. Opportunities for improvement were identified and some non-conformances in the Management Systems. As is the norm, the auditors gave the Mine 90 days to close the identified non-conformances.

Closure of Major Non-conformances
The outbreak of COVID-19 globally and ensuing Government restrictions on movement and extreme social distancing regulations posed a trial for closure. Nevertheless, the challenge presented an opportunity for team Jwaneng to live their value of Pulling Together. The team acted swiftly and utilised the lockdown period and available technology to ensure timeous closure of the identified non-conformances.


Special thanks goes to Jwaneng Mine Leadership team for the support and guidance during the entire process. Special mention goes to the departmental SHE Champions for providing direction, unwavering support and displaying dedication towards the SSD team, their departments, and the Mine community at large.
Getting to Know the Diamond Team

How well do you know our colleagues at Debswana? At Teeman, we want to make a conscious effort to get to know members of our diamond team even better. This month, we chat to Baboloki “Babs” Chibane.

Tell us about yourself

My name is Baboloki Chibane, commonly known as Babs. I hail from Nlhantlhe village in the Southern part of Botswana. I joined Debswana OLDM as Data Analyst - Security in 2005 when I was still in my early 20s. I am generally a quiet and reserved individual but interesting and friendly once you get to know me. I am actually a good listener, observant and a motivator.

Tell us about your family

I am a father and a husband. I am married to my loving wife Kealeboga Chibane, and we have been blessed with three children: two boys aged 10 and 8 and one girl aged 5.

What is your role within Debswana?

I work within the Security Department as Security Advisor responsible for implementing and administering Debswana OLDM Security Systems.

What do you like most about your job?

My job has provided me with a wealth of understanding and knowledge of the company business processes, as it allows me to interface with different departments especially during design, development, implementation and support of new initiatives and systems.

What does a typical day look like and what are you currently working on?

A typical day involves managing people, stakeholders (internal and external) and ECOHS. It also involves managing security systems and generating reports. Currently, we are working on upgrading the current permit system and seal management system.

What is your biggest achievement (top life highlights) to date, whether personal or professional?

Being part of the team that developed and delivered the OLDM 2024 Strategy, and it was the GM’s dream to have this developed in-house. It was such a great experience that gave me vast knowledge on Strategy development and implementation, and most importantly the challenges the company is faced with like the need to expand Mine operations to continue to support Botswana’s economy, aging assets and the volatile environment we operate in.

Tell us one thing most people don’t know about you

I don’t know if people know this or not, but I am actually a spiritual person. I care not only about myself and my family, but about all living things.

What is the one thing you can’t live without?

My family. They have been my strength and sense of hope since day one. Through the good and bad, they have always been with me.

What is on your wish list for the next few years?

The first thing in my wish list is to see my family staying together; currently I am staying with the children in Orapa while my wife lives in Gaborone. Secondly, I would like to see myself in a leadership position, contributing greatly to people and the business. I would like to see myself making an impact in helping the country’s economy grow. Thirdly, I would like to see people who have worked with me excel and achieve their dreams.

What is your favourite and least favourite food?

I like sweet potatoes, beans and corn. I dislike deep fried foods.

What is your personal mantra?

The word “Impossible” is not a fact, it’s an opinion.

What advice would you give to colleagues, both professional and personal?

No human being is perfect; however, in all ways and means you can do good so that good will come to you.

Thank you, Babs!
The EAP Session:
The EAP counselling process provides an easily accessible, safe and confidential means for identifying problems and resolving them. EAP offers initial assessment, short-term counselling, referral services and follow-up services.

Problems Addressed:
Some of the problems assessed include:
- Stress Management
- Family Problems
- Child Care/Parenting
- Substance Abuse Issues
- Marital/Relational
- Legal/Financial Concerns
- Grief/Loss
- Work-Related Issues
- Communication
- Time Management

EAP as a Resource Tool for Managers:
The EAP is a confidential resource to assist supervisors to stay in the role of a supervisor by focusing on the employee’s job performance, not on personal problems. Managers/Supervisors can refer when they encounter an employee who has performance problems. The role of Managers is to confront undesirable job behaviours, not attempt to determine why or to diagnose. To confront in this sense means to help the employee come face to face with his/her behaviours. Many Supervisors put off confronting an employee, but they should attempt to correct the problem when it is first recognised. The sooner a problem is acknowledged, the sooner performance can improve.

At times, it is very uncomfortable discussing performance problems with employees.

The EAP is there to assist in such matters.

Accessing Services: Accessing the EAP services is as easy as calling directly on the following lines:
- 5884653 (JWANENG)
- 2902015 (OLDM)
- 3614268 (GABORONE)
- Debswana Toll Free line 0800 600 555 (follow site prompts)

Confidentiality: Your EAP adheres to Botswana Health Professionals Ethical guidelines and holds client information in the strictest of confidence.

Information about a client’s problem cannot be released without the written permission of that individual.

Note that EAP services can be provided face to face and/or virtually. During the pandemic, employees can also call ICAS toll free numbers for counselling (0800 600 919 or 0800 601 022).

Programme Cost: The EAP service is a free benefit provided and paid for by your employer through the Debswana Wellness Fund.
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<td>Sharing; Systems Improvement.</td>
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**NOMINATIONS CLOSE 17 JULY 2020**
Work Surface
- Use a hard, flat surface such as a table or desk.
- Ensure that there is no clutter and that there is enough leg room under the table (for example, there should not be drawers directly in front of the seat).

Chair
- Choose a chair with back support and sit so your back is fully supported, reclining slightly if possible.
- Do not sit on a stool, couch or a bed.
- If you feel the back rest is not fully supporting (not in full contact with the curve on your lower back), put a cushion or a rolled towel between the small of your back (lumbar curve) and the back rest. If it is appropriately placed, you will feel like the weight is being taken of your back.
- To check if your seat is at the right level in relation to your table or desk, put your forearms on the table and check if your shoulders are relaxed; your shoulders are not relaxed, try raising your seat. If it has no adjustability, put a cushion on the seat pan.
- Keep your knees at 90 degrees, with feet flat on the floor.

Monitor
- Set the top of your monitor at, or slightly below, eye level, irrespective of whether it is a PC or laptop.
- Keep your neck straight, instead of craning or twisting.
- Position your monitor about an arm’s reach away.
- 20-20-20 Rule: look 20 feet (approximately 6 metres) away every 20 minutes for 20 seconds.

Keyboard & Mouse
- Make sure your arms are close to your body, with elbows near your sides.
- Use an external keyboard and mouse, and place them close to your body (if using laptop ensure that you have an external keyboard).
- Keep your wrists straight by floating your hands above your keyboard when typing.

Movement
- Do not sit for more than 2 hours at a time.
- Ensure you stand up for breaks, phone calls, or other non-computer tasks (for up to 30 minutes after every 2 hours).
- Move often by changing positions when sitting and walk around every opportunity you get.

Productivity
- Maintain routine – that is, get up and get dressed for work as if you were going to the office.
- Ensure you have scheduled breaks such as your tea break and lunch break.
- Engage with co-workers on a regular basis through messaging or video chats to prevent feeling secluded.

Environment
- Noise can be managed with noise-canceling headphones, or by listening to unfamiliar sounds or music in the background.
- Lighting should be bright overhead; position your screen away from other light sources to limit glare.
- Air quality is improved by increasing ventilation with a fan or by keeping doors open.

For further assistance, contact: 32809 or 32550 to speak to a Physiotherapist or an Occupational Therapist.
VOX POP FROM EMPLOYEES ABOUT RETURNING TO WORK

IVAN SEOKOLO
ORE PROCESSING

Decline in income is one of the most notable financial impacts across industries. This is largely attributed to a decline in productivity and business activity all around the world. The first response should then be for us to reduce expenses as much as possible to meet the current income.

OPELO MOTSHIDI
ENGINEERING

I appreciate the efforts by the General Manager through his update during our engagement. He shared the vision of the Mine throughout this pandemic. Over and above the efforts in place, I advise management to also extend a helping hand to those of us with children in public and private schools not owned by Debswana.

TEBOGO RATSOMA
CORPORATE AFFAIRS

As schools reopen, I personally appreciate the General Manager’s update on how Jwaneng Mine has put measures in place to further secure the safety of our children in the middle of this pandemic.

OLEBOGENG CHENGETA
PMO

As we return to work, we pledge to help the Mine and Jwaneng community in the fight against COVID-19. I urge employees and business partners to adhere to transport guidelines so that we avoid crowding in buses and private vehicles.

CORPORATE AFFAIRS ROLLS OUT NEW BRAND TEMPLATES

Last year, we launched our 50th Anniversary brand templates in celebration of our 50-year milestone. Exactly a year on, and in line with our new Strategy, the 2024 Strategy – One Dream, One Team (ODOT), it is time for us to move on from the 50th anniversary templates and introduce a new set of templates.

The Corporate Affairs teams across the business have worked together to develop these templates, which include PowerPoint, Memorandum, Business Letter, Tender Notice and Vacancy Announcement templates. These are available for use with immediate effect and can be accessed on the ‘Brand Place’ section of our Intranet.

According to Head of Corporate Affairs, Rachel Mothibatsela, the rationale behind the look and feel of the new set of templates is to ensure practicability, simplicity, cleanliness, and distinction. “We have also incorporated the One Dream, One Team icon in support of our 2024 Strategy”, she said.

Please ensure that you use these templates appropriately and engage the Corporate Affairs teams at your respective Sites if you need any further clarity or assistance.
Debswana has, across all sites, embarked on de-densification of the workplace as a COVID-19 mitigation measure.

The Debswana Human Resources Department has accelerated innovation of a number of projects they had in the pipeline regarding flexibility at work; flexi-location, flexi-career and flexi-time. What has now taken effect is flexi-location, the ability to provide service for Debswana as an employee without being in the conventional space prescribed by the Company - the traditional office location.

“We are shifting from placing value on “face-time” or physical visibility. Our objectives in this endeavour include moving from a task-based management culture to an output-based structure, where accountability for delivering is the rule of the game,” says Ms. Chawada Moseki, Human Resources Manager - Organisational Effectiveness & Talent.

Although this may seem like complex a change to adapt to, considering a myriad of factors for employees and the organisation alike, more accountability and stronghold on some of our values; “Build Trust”, “Be Passionate” and “Pull Together,” are the pinnacle of this development. Core hours should be observed.

As Moseki explains, “We want to be flexible but we also don’t want to disrupt the business. We should be responsive to any work requests at all current contractually agreed times of duty, 07h00 to 16h30.”

Kutlwano Molefhe, a Process Engineer for OLDM, indicated that this is the 21st century organisation they wish to see Debswana being. “Flexi-location, flexi-hours and flexi-career has been part of corporate culture the world over for some years now. In our very own group of companies, De Beers Headquarters in Gaborone has been implementing it for the past 5 years and it has proved to be effective, especially for work-life balance. It is very pleasing to see Debswana adopt such trends, being flexible and inclusive of modern ideologies and innovations of efficiency in the workplace, which most of us millennials relate with.”

The success of this initiative will require a fundamental shift in culture and concerted efforts to provide the necessary support structures and toolkits that will enable the business to navigate this new normal.

Beyond COVID-19, the ultimate goal is to position Debswana as an employer of choice, managing talent dynamics (retention and recruitment).

Let us all help contribute to making this initiative a success for the benefit of all!

"We want to be flexible but we also don’t want to disrupt the business. We should be responsive to any work requests at all current contractually agreed times of duty, 07h00 to 16h30.”
MEET JWANENG GALAXY: CHAMPIONS OF THE BTC 2019/20 PREMIER LEAGUE

In recognition of the role that sport plays in human development, Debswana has over the years showed support to sport development. In addition, a significant portion of the Company’s Corporate Social Investment and sponsorship funds are invested in sport development across the Nation of Botswana.

Debswana continues to remain committed to supporting the growth of football across the country. Debswana sponsored teams, especially in football, for the past years have been at the pinnacle of success in the local football fraternity. This is evident by recent success of Jwaneng Galaxy just declared the BTC Premiership Champions.

Due to COVID19, which interrupted all sporting codes across the globe, after consultation with all stakeholders Botswana Football Association (BFA) resolved to end the football season for 2019/2020. Following the early ending of the 2019/2020 Football season, Jwaneng Galaxy was declared the BTC Premiership Champions. This was by virtue of being at the top of the table after 20 games before the COVID-19 outbreak. It is certainly unfortunate that the remaining matches could not be played under the circumstances.

This also means Jwaneng Galaxy will participate in the next edition of the CAF Champions League for the first time ever in its 6-year existence. Jwaneng Galaxy has played in the top-flight league for 5 years, during which the team finished second place three times in a row since the 2016/17 season. This is testament that Jwaneng Galaxy are the deserving champions.

The success of Jwaneng Galaxy Club demonstrates the robustness of Debswana initiatives that aim to recognise and nurture excellence and, most importantly, to validate our organisational Values, particularly those shaping the future, being passionate and showing we care.