
	<i>We Go Further</i>		
	WORKPLACE RULES & POLICIES	Reference Number	Workplace Rules – Policies 003
		Implementation Date	01/06/2026
		Rev / Amendment No	001
	Rev / Amendment Date	01/06/2026	

VISION ELEVATORS


WORKPLACE RULES POLICY

REV	DATE	PREPARED BY:	REVIEW BY:	APPROVED BY:	SIGNATURE
001	01/06/2026	M. Moodley	S. Mahomed	G.Burn (MD)	

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CONTENTS

- 1. Scope.....**
- 2. Purpose.....**
- 3. Requirements.....**
 - 3.1 Alcohol & Drug Policy.....**
 - 3.2 Firearm Policy**
 - 3.3 Smoking Policy**
 - 3.4 Cellphone Policy**
- 4. Non-Compliance.....**
- 5. Outcome.....**

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1. SCOPE

This policy is applicable to any person working directly or indirectly for Vision Elevators and all visitors entering the premises or Projects associated. This policy also applies to all persons working at the Vision Elevators offices within all branches nationwide.

2. PURPOSE

The purpose of this policy is to ensure that we strive for zero harm and prevent as far as is reasonable, any unnecessary accidents/ injuries to any persons where he/ she is under the control of Vision Elevators.

3. REQUIREMENTS

3.1 ALCOHOL & DRUG POLICY

- 3.1.1 No person may enter Vision Elevators premises and Projects while under the influence of any alcohol or drugs.
- 3.1.2 No Person may consume any alcohol or drugs while at Vision Elevators Premises or Projects.
- 3.1.3 No Person may store any medication on Vision Elevators premises or Projects without suitable permission.
- 3.1.4 Random Intoxication checks may be conducted on Vision Elevators employees, contractors or visitors.
- 3.1.5 Any person found intoxicated must be removed from the premises/ projects and disciplinary processes must follow.
- 3.1.6 Refer to Substance abuse policy.

3.2 FIREARM POLICY

- 3.2.1 No person may work on Vision Elevators premises and projects sites whilst carrying a firearm.
- 3.2.2 Any persons found in the premises or projects carrying a firearm will be requested to leave the premises/ project.
- 3.2.3 Any person that owns a firearm must declare and receive authorization to carry a firearm provided there is a safe storage at the facility to store the firearm during working hours.

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3.3 SMOKING POLICY

- 3.3.1 No person is allowed to smoke in any occupied building or normal working areas.
- 3.3.2 Smoking is only permitted in designated areas.
- 3.3.3 Used cigarette butts must be thrown in ash trays. These ash trays must be discarded into waste bins.
- 3.3.4 Designated smoking areas must be a safe distance away from flammable stores and substances.
- 3.3.5 Smoking of intoxicating substances at the workplace is not allowed.

3.4 CELLPHONE POLICY

- 3.4.1 At Vision Elevators Premises, employees are encouraged to use their cellphones in a safe manner.
- 3.4.2 Drivers & operators of equipment and machinery are not allowed to use their cellphones whilst operating equipment or vehicles. Hands free devices can be used in vehicles however this is not allowed to be used when operating plants and equipment.
- 3.4.3 On projects, only supervisors are allowed to use their cellphones in a safe manner in safe positions. Supervisors must not walk around talking on their cellphones, rather stand in a safe place when using their cellphones on projects.
- 3.4.4 Earpieces are not allowed to be used at projects.

4. NON-COMPLIANCE

Non-compliance will be monitored by Vision Elevator Safety Personnel, Top Management and Safety Representatives. Disciplinary processes will be followed as per the disciplinary code of conduct.

5. OUTCOME

The Vision Elevators company standards shall be followed against any person who transgresses any of these policies.

This Policy will be reviewed annually to ensure that it remains relevant and appropriate to Vision Elevators.

This Policy was approved by the CEO/ MANAGING DIRECTOR of VISION ELEVATORS.

CEO/ MANAGING DIRECTOR

DATE: