

BIZAFRIKA 1710.

Reg. No.: - 2002 / 009587 / 08
(Association incorporated under Section 21)
Brigadoon Golf & Country Estate
Wigwam Rustenburg
North West Province
South Africa

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Brigadoon
GOLF & COUNTRY ESTATE
AT WIGWAM RUSTENBURG

CODE OF CUNDUCT

SECURITY POLICY FOR CONTRACTORS

Main gate policy

This gate will be a 24-hours access controller point, allowing entrance and exit to and from the premises for visitors, residents and staff only, it will be manned 24 hours a day and the following will apply.

1. Egress.

- i. All vehicles exiting through this gate will be searched for anything regarded as being property of the resort.
- ii. All pedestrians exiting the gate will be subject to having their bags searched, and a random body search will be conducted. Male to search male and female to search female.
- iii. All vehicles leaving the premises with company property will be required to produce a gate pass signed by an authorized person only.
- iv. Should the vehicle not have a valid gate pass for the goods, the vehicle will not be allowed to leave, and the incidents will be investigated.
- v. No staffs leaving the resort through this gate are allowed to loiter at the gate before departing.
- vi. The boom gates are to be kept closed at all times, and only opened when a vehicle leaves.
- vii. All passengers in the vehicle, are to exit the vehicle and make use of the pedestrian entrance, only the driver of the vehicle will be allowed to exit through the boom.

2. Access.

- i. All visitors wishing to enter the premises through this gate will need to have an appointment with Owner /Resident, Contractor or Management, and the security guard is to confirm this before granting access to the visitor.
- ii. Visitors, who do not have an appointment with Owner /Resident, Contractor or Management, or resident, will not be allowed access to the resort.

- iii. Visitors are to declare any items that might be seen as Company Property and a detailed OB entry is to be made.
- iv. Contractors having visitors will be held accountable for the visitor's actions and behaviour.
- v. No firearms will be allowed on to the resort for any reason whatsoever.
- vi. Visitors are to complete the visitor's access permit prior to entering the premises. This is to be signed by the person being visited.
- vii. In the case where the fingerprint reader is not functioning, the contractor is to state his/her name and place of work, and the guard is to confirm this with the control room operator, before granting access and overriding the system.
- viii. No taxis will be allowed onto the resort with out prior arrangements with the Security manager.
- ix. No busses will be allowed onto the resort without prior arrangement.
- x. Contractor's deliveries are not allowed to enter through this part of the gate, but must be referred to the Delivery gate.
- xi. All deliveries arriving at this gate are to be confirmed with the relevant department before granting access.
- xii. Once the delivery is confirmed, the driver of the delivery vehicle will be required to fill in the delivery register.
- xiii. Once the delivery register has been completed and the delivery has been confirmed, and the security has asked the driver for any firearms, the delivery vehicle will be granted access.
- xiv. No delivery vehicle is to be granted access if it is suspected that the driver or one of the crew are under the influence of alcohol or drugs.
- xv. No delivery will be granted access if there is no delivery note or invoice made out in the resort name, even if a staff member has confirmed the delivery. The security manager is to be called immediately.
- xvi. All deliveries are to be accompanied by the site manager of the company being delivered to; the guard will call the site manager over the radio, in order for him to collect the delivery vehicle.
- xvii. No contractor will be allowed to enter the premises if it is suspected that they are under the influence of alcohol of drags.

3. Bus Stop Policy.

- i No staff is allowed to consume alcohol at the bus stop, neither before nor after reporting off duty.
- ii No loitering of non-staff member is allowed at the bus stop.
- iii No littering at the bus stop is allowed.
- iv Staff members are to behave in an orderly fashion whilst waiting for the bus.

4. Occupational Health and Safety

- i) All Owner /Resident, Contractors will adhere to all aspects of the Occupation Health and Safety Act and will be responsible for all his/her employees whilst on site at Wigwam Town.
- ii) Please take note that strict Health and Safety audits will be conducted on the applicable work site and the following points are guidelines that need to be followed.
- iii) All staff are to wear uniforms with the company name on the back of the jacket, shirt or T-shirt.
- iv) All staff are to be equipped with the correct personal protective equipment. (SABS standards)
- v) All trenches and excavations done, are to be barricaded with “danger tape”
- vi) All equipment including spades and picks are to be in a good working order.
- vii) All rules and regulations of the estate are to be adhered to at all times.

5. Conditions Regarding Building Contractor Activity.

- i. Building activities should be conducted which the minimum inconvenience and disruption to residents.
- ii. The DEVELOPER has the right to suspend any building activity in contravention of any of the conditions.
- iii. Construction may only commence once the property has been screened on all sides with shade cloth, the builder will carry these costs. If the property is not screened the DEVELOPER or H.O.A. can prohibit such a contractor from entering the Estate.
- iv. No construction may commence unless the water connection as well as electrical meter has been installed on site. Water meters to be installed are available from Developer
- v. A site toilet (chemical) must be installed in a position as approved by the DEVELOPER or H.O.A. Entrance of toilet must be screened off.

vi. Contractor activity is limited to the following hours:

07:00 – 17:00 Weekdays

07:00 – 13:00 Saturdays

Sundays & Public holidays - No activities {unless arranged and agreed upon by Developer or H.O.A prior to commence of work.}

- vii. Contractor personnel are not allowed to remain on any site between the hours 17: 00 – 07:00.
- viii. Contractors shall provide his workers with clothing of a uniform colour.
- ix. Contractor workers will not be allowed to roam the streets of the Estate.
- x. Contractor workers must enter the Estate in an approved vehicle, which will be provided with a temporary access token or a temporary employer ID card.

- xi. The contractor shall provide facilities for rubbish disposal and he shall ensure that the workers use the facility provided. The containers will be removed weekly. Rubbish disposal should under no circumstances be burnt or disposed of on adjacent stands or pavements area.
- xii. Building material will not be allowed on sidewalks or roadway – it should be on the site. Use of vacant stands will only be allowed with written permission from the stand owner.
- xiii. The contractor shall remove Sand or rubble washed onto the road during building operations.
- xiv. The owner and contractor shall be responsible for damage to curbs or plants on the sidewalks or roads or damage to estate property.
- xv. Only approved contractors and or contractor’s employees who are in position of a legitimate S.A. ID document will be allowed access to the Estate.
- xvi. The DEVELOPER or H.O.A. shall be entitled to levy fines against owners or contractors with regard to any contravention of these rules.
- xvii. All contractors shall sign the code of conduct applicable to the Estate.
- xviii. All contract workers shall register their workers at Security.

7.) Environmental Management.

“The degree of environmental care exercised by a community says much for the level of culture and refinement attained by the said community.”

- i. No rubble or refuse should be dumped or discarded in any public area, including the golf course, streets, sidewalks, lakes, dams or vacant stands etc.
- ii. Flora may not be damaged or removed from any public area or from the golf course.
- iii. Fauna of any nature may not be chased, trapped or harmed in any way in any area of the Estate. Brigadoon and its surrounding areas is the natural habitat for monkeys, baboons and shall under no circumstances be fed. For your own safety kindly, co-operate.

8.) SITE CLEARING AND PLANTING.

- i. All species of alien vegetation are to be eradicated by the property owner.

9.) TREE FELING.

- i. No trees having a diameter greater than 100mm, or designated to be preserved will be permitted to be removed without the written consent of the DEVELOPER or H.O.A.
- ii. Any such trees, which are removed from an erf without authority, must be replaced with a like specimen at the erf owner’s cost.

10.) SECURITY.

- i. Security Protocol at the gate must be adhered to at all times. Under no circumstances may residents or any person other than the security personnel or members of the Trustees Committee be allowed into the Gatehouse.
- ii. The I.D. card / Tag system for permanent workers, temporary workers, Golf Caddies, Golf course staff and contractor representatives must be conscientiously enforced by every owner with respect to people in his/her employ.

- iii. All owners must request visitors to adhere to security protocol and residents are requested to always treat the security personnel in a co-operative manner.
- iv. All owners must ensure that contractors in their employ adhere specifically to the security stipulations of the Contractor's Code of Conduct.
- v. All attempts at burglary or instances of wall/fence jumping must be reported to a member of the security staff, and/or security sub-committee immediately.
- vi. Security is an attitude: be aware that you need to enforce and apply security to make it work. Do not hesitate to question suspicious persons not displaying formal ID cards.
- vii. Should residents purchase alarm systems for their residence, they are required to be compatible with the electronics of the Estate Security System.
- viii. The Estate will be manned by security twenty four (24) hours daily, and patrolled on a random basis.
- ix. The Security Centre at the Gate House should be advised in advance of pending arrival of visitors where possible, in particular details of vehicle registration numbers and the property to be visited should be provided.
- x. New occupants (owners/residents) must advise the Security Supervisor on duty of their home telephone /Cell numbers and address to enable Security to make telephone contact for permission to allow visitors to their residence.
- xi. No property may be secured with razor wire or similar fencing during or after the construction period.
- xii. No Residents may issue instructions to Security Personnel.
- xiii. Access cards may not be used by anyone other than the Homeowner and registered user, nor may they be loaned to other persons.

11.) General Rules.

- i. No person is allowed on the property whilst off duty.
- ii. No person is allowed to be in the hotel area, unless authorized by the Security/ Risk Manager.
- iii. No person is to loiter at the main gate, whilst on or off duty.
- iv. All persons conducting work on the estate are to remain at their work place, and not wonder around the property.
- v. Should any of the policy and procedure be breached, the involved person will be removed from the site, and not allowed back.
- vi. Should a person not have his/her tag, access will not be granted, and the person will remain outside, until he/she is able to produce his/her tag.
- vii. Should a tag be lost, it is to be reported immediately, and a R100-00 fine is payable before a second tag application is processed with a 24 Hour waiting period is applicable. No access will be granted until new tag is issued.
- viii. All roads on the Estate are public roads and are subjected to the relevant road traffic Ordinances or by-laws.

- ix. The speed limit is restricted to 30km per hour through out the Estate.
- x. Each stand owner is responsible for maintaining the area between the curb and the boundary of his property in a clean and pleasing condition.
- xi. The DEVELOPER or H.O.A. Can compel the owner or tenants to improve the aesthetic appearance of this area when deemed necessary at the Cost of the Owner.
- xii. Maximum Building Period will be 6 months from start of construction till occupancy.

This document is fully understood and binding by the Contractor, Project Manager and Owner.

NO WORKS WILL COMENCE UNLESS ALL PARTIES HAVE SIGNED THIS AGREEMENT AS WELL AS DEPOSIT OF R50,000.00 OR AN EQUIVELENT APPLICABLE GUARANTEE IS IN PLACE AND PAID INTO LAWYERS TRUST ACCOUNT.

Signed:- _____
Project Manager

Date:- _____

Signed:- _____
Owner /Resident

Date:- _____

Signed:- _____
Contractor

Date:- _____

Signed:- _____
Developer

Date:- _____