

	<b>Policy</b>	Document No.:GD-001
	<b>One Document Policy</b>	Approver: CEO
Sec Rev : A	Rev date : 04/05/2012	Page: 1 of 1

Purpose:

The purpose of this “One Document Policy” is to present Malema’s statement of intent:

Quality Assurance Policy:

*“Malema will consistently meet or exceed our customer’s expectations by providing quality product-service at competitive pricing, in a timely manner, with unparalleled service through valued customer and supplier partnerships.”*

Health and Safety Policy:

*“Malema is committed to provide a safe, injury-free workplace by integrating safety into our daily business decisions and processes. Protection of employees from injury or any occupational disease is a major continuing objective. Every worker must protect his or her own health and safety by working in compliance with the law and with safe work practices. Management will do its part by devoting the resources necessary to provide a safe working environment and time to time identify and correct any unsafe situations”*

Environment Policy:

*“Malema recognizes the critical importance of a reducing the impact on environment by strictly adhering to the applicable environmental regulations. We also strive to continually improve overtime by measuring our environmental impact and setting goals to reduce the impact each year”*

Information Sharing and Security Policy:

*“Malema strongly emphasizes on the fact that information is the most valuable asset for an organization. Information sharing often presents challenges which need to be handled carefully. Every employee must protect and limit the information that is shared among departments and with an outside company. Request for additional information and high confidentiality documents should be always approved by CEO prior sharing and disclosing to any recipient.”*

CEO

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Dan Malani