



Fleet Management Solutions.  
Specialised vehicle conversion.  
Logistics Management Services. Consultants.

Unit B, No 42 Van Eck Street Chamdor, Mogale City  
P.O Box 20088 Kagiso East 1758

## TO WHOM IT MAY CONCERN

Lekoko Consulting is our contracted HR service provider and has since carried out the following for the company:

- Developed employment contracts for executive directors, senior managers, and all other staff
- Developed organisational structure
- Developed Code of Ethics / Conduct
- Developed performance management and development system
- Job description templates
- Developed HR policies covering:

- ✓ Appointment and utilisation of employees
- ✓ Promotion, secondment and transfer of employees
- ✓ Remuneration and service benefits
- ✓ Education, training and development of employees
- ✓ Employee relations
- ✓ Special programmes
- ✓ Termination of employment
- ✓ Performance management
- ✓ Human resources plan

- Assisted with the *as-and-when required* HR services covering, but not limited to:

- ✓ Recruitment and selection
- ✓ Staff migration and deployment
- ✓ Skills development
- ✓ Employee relations
- ✓ HR audits
- ✓ HR plans

Vuza Group is satisfied with the completed work and the quality of HR work provided by Lekoko Consulting on a continuous basis.

Thanks

A handwritten signature in black ink, appearing to be 'Chimman', written over a horizontal line.

SIGNATORY

A handwritten signature in black ink, appearing to be 'Chimman', written below the 'SIGNATORY' label.

21/08/2012  
DATE