



# COLLABORATION POLICY

This document serves to provide foundational understanding and insight for anyone considering to work with Katlegong Group (PTY) Ltd.

Three (3) kinds of collaborators are currently identified, namely:

- **Staff (also known as a Crew or Team member)** - An individual who is undergoing compensated labour within services offered by Katlegong Group for an agreed period of time.
- **Stakeholder** - An individual, formal group of individuals, or organization, who partakes in an exchange of goods and/or services with Katlegong Group or referred parties.
- **Affiliate** - Similar to a Stakeholder, however, there is a mutual agreement to a longer-term relationship with the intention of upholding and exploring exchange and shared goals.

## ETHICAL CONSIDERATIONS

Katlegong Group strives to practice and embody values such as honesty and transparency, gentle accountability, effort and professionalism, quality output, individuality and uniqueness, harmony and sharing of similarities, environmental consciousness, optimal health, and safety. It is ideal for collaborators to pursue these similarly.

Collaborators (referring to individuals) must be eighteen (18) years of age or above. They must also be residing in South Africa legally, and any international Stakeholders and Affiliates must legally reside in their respective nations.

In terms of legalities, Katlegong Group also prefers for Stakeholders and Affiliates to have obtained the relevant registrations and authorizations or be well in the process of complying with national and local requirements. The same is preferred for international collaborators regarding their nation's requirements.

Katlegong Group currently identifies four (4) types of Proof of Agreement (POA) that will confirm collaboration and business exchange, namely: An Invoice (INV) and/or Proof of payment (POP); a Written contract signed by relevant parties; a Letter of Acknowledgement (LOA) signed by relevant parties; and/or a document compilation of an agreement that is clearly stated in screenshots of SMS/WhatsApp/Instagram/Facebook messages, and/or email(s), along with timestamped pictures showing any exchange of labour, resources, goods, and/or services - if applicable.

Exchange must be confirmed or cancellations must be communicated at least ten (10) days before the initially agreed time period of business operations. In the unfortunate event of a breach of agreement,

we hope for a human-to-human explanation and effort to adequately resolve anything with as little of an impact on business operations as possible within an hour after the agreed starting time. Should this not work, any compensation must be resolved within forty-eight (48) hours after the agreed starting time. Thereafter, further legal action must be taken (and the unethical party will be certified uncool).

## **FINANCIALS AND OTHER RESOURCES**

Any expenses towards meetings (physical and virtual) are for each party's personal bill. Should meals or refreshments be involved in the meeting, this and cost resolution must be communicated prior for clarity.

Each party's bank account details must be stated in the agreement for any transactions.

For Stakeholders and Affiliates, Katlegong Group prefers for deposits to be paid with proof at least seventy-two (72) hours before agreed goods and services are rendered, and within seventy-two (72) hours that goods and services have been rendered for the balance amount to be paid with proof.

For Staff, necessary resources will be provided by Katlegong Group during training and/or the team briefing from at least two (2) hours before public business operations. Relating to temporary Staff, financial compensation will be paid with proof into the individual's bank account within five (5) working days after the agreed time period for their labour. Relating to longer-term Staff, and if applicable, financial compensation will be paid with proof into the individual's bank account on a monthly basis with the date being confirmed during the finalization of agreement. Staff will have the benefits of assistance in refining their Curriculum Vitae (CV) and Katlegong Group serving as a trustable referee upon request.

Regarding the lending or borrowing of physical belongings for business operations, a Resource Form (RF) must be completed and signed by both parties as an addition to a Proof of Agreement (POA). The reiteration of the abovementioned ethical considerations will also speak to compensation and procedures to adhere to in the unfortunate event of damage, loss, or theft.

For Stakeholders and Affiliates - should business operations include monetary expenses - a full quotation must be compiled, and a distribution in the form of a percentage must be agreed on for payment. A party would become the Major Host (MH) to handle operational finances, and the other party/parties would become Supporting Host(s) (SH). A Resource Form (RF) must be completed and signed indicating each party's contribution and their expected return for the exchange. Katlegong Group currently identifies three (3) kinds of contributions, namely: Sponsorships/Donations, Return equivalent to physical belongings and/or percentage amount, and Return of physical belongings and/or percentage amount with mark-up based on profit projections. All three options are accompanied by the benefits of Host promotion within the specific business operations being collaborated on.

*Thank you, as we prepare to potentially communicate further.*