



Mbuyelo Group (Pty) Ltd

Memorandum

To: All Mbuyelo Group/Coal Employees
From: Group CEO
Date: 04 June 2024
Re: Intranet Launch

Dear Colleagues,

I am pleased to inform you that the Mbuyelo Intranet will be launched soon; please be on the lookout for it from our Communications Department.

The aim of this intranet is to improve Mbuyelo's internal communication, which serves as the content management system. It can be accessed online through your desktops, laptops as well as smartphones, to ensure collaboration across Mbuyelo operations. This will be our primary hub for effective communication, engagement, and knowledge management. We hope you enjoy, participate, and give feedback.

Please note that this is a private and secured online network where **ONLY** Mbuyelo employees can access information and engage by giving suggestions/input to the Company for continuous improvement and innovation. Users will be able to access the **ESS** section which integrates information from HR, Payroll and **INX** for Safety and training.

It is mandatory that each and every employee to constantly visit the intranet, especially for the acquaintance with policies and procedures of the organisation, as well as getting the latest updates.

Attached is a pictorial walk-through on how to use and access the intranet.

Kind regards,

Rirhandzu Owner Siweya

Group Chief Executive Officer

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