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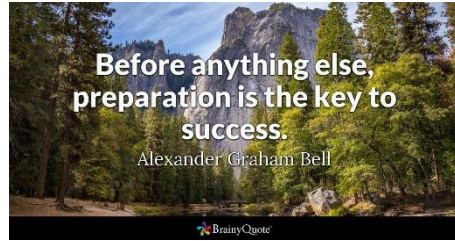


PLEASE open your heart and donate water for the people in Cape Town and surrounding areas.

Sealed 5-L bottles would be very welcome and can be dropped off at Time Trucking at 16 Jacoba Street, Alberton North

New Year New Ideas

Everyone is invited to contribute to creating an exciting, informative newsletter. Contributions to be made by the 20th of each month to Vashni



Documentation Is Critical

It clearly documents all of your actions then you can **prove you behaved in good faith and didn't do anything unethical.**

A clear paper trail of your dealings is a great way to **manage particular risks** that might occur in the absence of clear recordkeeping.

Also referring to the **potential loss of an opportunity.** 'Just do it'! Your files should **tell a story**, and that will only be the case if copies correspondence, emails, schedules, receipts, acknowledgements, file notes of telephone calls and meetings are retained on the file. **Email** is a great way to communicate

A new electronic document control system will be launched shortly to improve our audit trail – AutoSHEQ.



My heart beets only for you

YOU MEAN MORE TO ME THAN MY SECOND CUP OF COFFEE.



- 3 – Isaac Mogajana
- 9 – Simon Tabor
- 10 – SN Masangane
- 26 – Jantjie Nhlapo


**EXERCISE
 REGULARLY
 AND PREVENT
 HEART
 DISEASE**

Did you know that Iron in your diet helps:

- convert carbohydrates into energy during exercise;
- transport oxygen to tissue cells;
- Ensures muscles work properly;
- Helps creates new blood cells;
- Maintain a healthy immune system