



MTC EMPLOYEES CARE INITIATIVE TERMS OF REFERENCES and WORKING METHODS

Purpose

The MTC Employees Care Initiative is a voluntarily driven staff philanthropic initiative open for any MTC employee who feels empathy and compassion with various communities, marginalized, impoverished, stroke by a natural disaster or calamity as well as supports the community development projects. It will aim to support and promote community programs through various voluntarily support such as donation, time support and through other methods as found applicable from time to time.

MTC Employees Care Initiative objectives:

- To facilitate and a foster a shared understanding amongst its members to help and assist those in need.
- To discuss and address issues of common concern – with reference to community initiatives bearing in mind the nature of MTC as a Corporate Social Responsible Company and represents the ideals of the company in the employees own personal capacities.
- To exchange ideas and share common values that will position MTC employees as compassionate, caring and understanding the needs of our communities and societies we operate in.
- Putting into perspective and values of the company MTC, the MTC Care Employees Initiative aims to assist and support community project worthy of

support irrespective of colour, greed, race, ethnicity, social status, physical impairment, gender or who may have different needs and concerns

Membership

Membership is voluntarily and open to any MTC employee who – share the ideals and believes of helping fellow countrymen and supporting the cause of community projects.

Working methods.

The MTC Care Employees Initiative has agreed to adopt the following practices as part of its operations.

Committee

- The MTC Care Employee's Initiative will operate in a form of a Committee with a Secretariat responsible for the coordination of the affairs and finances of the committee. The MTC Care Employee's Initiative will be chaired by a Chairman – who will also act as the head of the Initiative and link between external and internal stakeholders. He/she will be assisted by the Secretary – who will be the custodians of documents, embedded knowledge of the Initiative and act as the minute taker during meetings

Meetings

- At least three regular meetings to be held once every quarter – organized by the steering committee under the leadership of the Chairman.
- Meeting agenda points will be generated by members as well as the steering committee
- Meeting will consist of discussions to identify causes that needs support of the MTC Employees Care Initiative

Sharing of Information

- Through the MTC Care Employees Initiative meetings and electronic communications members will be able to share information and resources.
- Members should be able to share what they chooses and when they share it
- It is each members responsibility to make it clear where a matter shall remain entirely confidential and not for discussion outside the Initiative.

- When sharing documents, members should make it clear if there is a restriction prohibiting circulation of documents beyond the members of the Initiative

Steering Committee

- A steering Committee consisting of a Chairman, Secretary and two members chaired by the Chairman and assisted by a Secretary will be responsible for the administration matters. The steering committee shall operate under instructions from the MTC Employee's Care Initiative General Committee.
- Steering committee will devise the agenda for discussions at meeting

Areas of Support

The MTC Employees Care Initiative will support the following areas

- Health Clubs
- Orphanages and Home for the needy
- HIV AIDs Initiatives, Care Groups and Support Groups
- Foster Homes
- Special Cases that warrants support
- Terminal ill support causes such as Cancers etc
- Children Homes
- Education initiatives
- Impoverished and marginalized communities
- Communities stroked by a natural disaster, e.g. floods, veld fires, draught, etc.

Areas to be avoided at all cost

- Cultural and rights groups
- Political groupings
- Traditional and Chiefdoms
- Religious organizations –.

Finances

Members will contribute monthly via a payroll deduction any amount – of their choice with a minimum set at N\$50.00. Money collected shall be held in a bank account registered under the name of the Initiative. Records of financial standing and transactions shall be kept by the Steering Committee and quarterly presented to the members.