

<p style="text-align: center;">COMMUNICATIONS AND ALLIED INDUSTRIES PENSION FUND MEMBER TRUSTEES' BALLOT POLICY</p>

1. PURPOSE OF THE POLICY

1.1 The election of Trustees into office of the Board of Trustees for the Communications and Allied Industries Pension Fund (CAIPF) is provided for by Rule Number 3 of the Fund's rules. Rule Number 3 provides for three categories of Trustees, namely, 4 employer representatives (appointed by member companies), 4 member representatives (elected by members) and 1 pensioners' representative (appointed by pensioners).

1.2 The purpose of this Policy document is to provide a framework for the conducting of election for member Trustees into office. The Policy is a guideline to be followed in all cases where a ballot is necessary for the election of member Trustees.

2. SCOPE OF THE POLICY

2.1 This Policy document covers the procedure to be followed whenever an election process is to be conducted as provided for by Section 8 of Rule Number 3.

2.2 Section 8 of Rule Number 3 provides that a postal ballot must be arranged where the number of nominations received exceeds the number of vacancies available.

2.3 A vacancy for a member Trustee position may arise out of either the expiry of the Trustee's term of office, or through the exit from office by a member Trustee before the expiry of the member's term of office for whatever reason.

2.4 The scope of this Policy only covers the procedure to be followed whenever a vacancy arises as a result of the reason(s) given in paragraph **2.3** above.

3. THE BALLOT PROCESS

3.1 The Principal Officer (PO) of the Fund shall be the Returning Officer (RO). The Principal Officer may delegate his/her responsibilities of Returning Officer to a Fund member of staff as he deems fit.

3.2 The Principal Officer shall appoint a Ballot Coordinator. The Pensions Controller shall normally be the Ballot Coordinator; however, in the absence of the Pensions Controller, the Principal Officer shall delegate this responsibility to another suitable member of staff.

3.3 The ballot process shall be in four stages which include:

- a)** Nominations
- b)** Ballot preparation
- c)** Ballot counting
- d)** Announcement of the election results

3.4 Unless directed by some other authority, such as the Commissioner of Pensions or the Courts, the ballot shall be conducted by the Principal Officer, who shall have authority to delegate the ballot process and/or responsibilities to staff members of the Fund or as outlined in this Policy document.

4. PROCEDURE OF THE BALLOT PROCESS

4.1 Nomination of Candidates

4.1.1 The nomination of candidates shall be conducted as provided for in Section 8 of Rule Number 3. Whenever a vacancy arises in the office of member Trustee or alternate, the Returning Officer shall:

- a)** Notify the sitting Board of Trustees of the proposed time table for the election process.
- b)** Recommend to the sitting Board of Trustees to pass a resolution to fill the vacancy of member Trustees.
- c)** Issue a circular to members calling for nominations. Members shall be given 30 days notice to submit nominations to the Pension Fund's Head Office or other specified location and address.

4.1.2 A valid nomination must show names and signatures of both the nominee and the nominator. The nominee must specifically accept (in writing) the

nomination to stand for election for the vacant position of member Trustee or alternate.

4.1.3 The nomination circular shall be sent to members through the employer companies who will post the circular on notice boards. The Pension Fund or any of its officers shall not be held liable for non receipt or access to the circular calling for nominations but shall keep a record of delivery of the notice to representatives of the member organisations.

4.2 Ballot Preparation

4.2.1 A day after the end of the thirty (30) days notice of the return of nominations, the Fund's Internal Auditor shall check the validity of the nominations received in terms of Section (1) (d) of Rule Number 3, which prescribes five years service for Trustees.

4.2.2 Where the number of valid nominations received is equal to or less than the number of vacancies available, the nominated candidates would automatically become elected member Trustees to fill the available vacancies for the particular ballot process.

4.2.3 Where there is more than one nominee for each vacant position, the Returning Officer shall prepare a ballot. A list of all nominees shall be prepared in an alphabetical order based on surnames.

4.2.4 Ballot papers which will be serially numbered shall be dispatched to individual members through employer organisations. The Returning Officer or any employee of the Pension Fund or the Pension Fund itself will not be liable for non receipt of the ballot paper. However, the Returning Officer shall keep a record of the delivery of ballot papers to employer organisations.

4.2.5 Members shall be given thirty (30) days to return the completed ballot papers. Any ballot paper that would not be in the ballot box by 0900hours on the day after the thirty (30) days notice shall not be accepted for inclusion in the counting of the ballot papers.

4.2.6 The ballot papers shall be placed in a lockable box specifically designed for ballot papers. The box should have a dual locking system with one key kept by the Internal Auditor and the other by the Head of Finance.

4.3 Ballot Counting

4.3.1 The ballot box shall be opened at 0900 hours on the day after the end of the thirty (30) days notice.

4.3.2 The ballot box shall be opened by the Internal Auditor with the assistance of the Head of Finance using the allocated keys.

4.3.3 Any member of the Fund shall be allowed to observe the ballot counting process provided that such member has given seven (7) days notice of his/her intention to observe the counting process.

4.3.4 When the ballot box has been opened, the Ballot Coordinator and the appointed Fund staff will proceed with the counting of the ballot.

4.4 Pronouncement of Ballot Results

4.4.1 On the completion of the ballot counting, the Internal Auditor shall verify the results.

4.4.2 The Returning Officer shall proceed to announce the results to those present at the counting room.

4.4.3 The Returning Officer shall notify the successful candidates in writing within 2 days after the counting of the ballot and at the same time advise members, by way of circular, of the successful candidates.

5. APPEALS AGAINST BALLOT RESULTS

5.1 Where a candidate is dissatisfied with the results of the ballot announced by the Returning Officer, such candidate shall file an appeal with the Returning Officer within seven (7) days of the results having been announced. The appellant should clearly state the basis and reasons for the appeal.

5.2 On receipt of the appeal, the Returning Officer should, within seven (7) days, convene a meeting with the Appeals Committee made up of employer organisations' representatives. Each employer company will appoint one representative to the Appeals Committee.

5.3 The Appeals Committee may be appointed at any time during the ballot process, to be dissolved after seven (7) days of notification of appeal has elapsed.

5.4 The Appeals Committee will proceed as it deems fit to investigate and decide on the appeal. Members of the internal auditors of the member companies would be preferred for appointment to the Appeals Committee.

5.5 The decision of the Appeals Committee shall be deemed final and binding to all concerned including the members of the sitting Board of Trustees.

5.6 The appeals process shall not stop the Principal Officer from calling for Board meetings and for the new Board of Trustees to carry out its duties as a duly constituted Board.

6. RESPONSIBILITIES OF VARIOUS PARTIES

6.1 Sitting Board Of Trustees

6.1.1 Pass a resolution calling for nominations to fill vacant posts for member Trustees.

6.1.2 Appoint two members to observe the counting of the ballot.

6.2 Principal Officer

6.2.1 Notifies the sitting Board of Trustees of the existence of a vacancy or the expiry of the term of office of any members of the board of Trustees.

6.2.2 Overall responsible for the Ballot process.

6.2.3 Ensures effective communication to all members in all Ballot matters.

6.2.4 Appoints the Ballot Coordinator.

6.2.5 Issues a circular calling for nominations.

6.2.6 Ensures compliance with this Policy and the relevant provisions of the Fund Rules.

6.2.7 Receives and announces the results of the Ballot counting.

6.2.8 Communicates the results of the Ballot to both successful candidates and members in general.

6.2.9 Receives appeals, if any, and constitutes an Appeals Committee as provided by this Policy.

6.3 Ballot Coordinator

6.3.1 Coordinates the Ballot process in consultation with the Principal Officer.

6.3.2 Drafts the Ballot time tables.

6.3.3 Ensures that Ballot circulars, material and any other information is communicated to members.

6.3.4 Receives and verifies the validity of each nomination in consultation with the Internal Auditor.

6.3.5 Ensures that serial numbered Ballot papers are delivered to member organisations.

6.3.6 Prepares written instructions for Ballot counting.

6.3.7 Oversees the Ballot counting process.

6.3.8 Educates staff members on the Ballot counting process before Ballot counting.

6.3.9 Verifies spoilt papers in consultation with the Internal Auditor.

6.3.10 Reconciliation of the Ballot papers.

6.3.11 After the Ballot is completed, compiles a summary of results.

6.4 Internal Auditor

6.4.1 Checks the validity of nominations.

6.4.2 Checks the validity of Ballot receipts.

6.4.3 Ensures compliance with this Policy.

7. COMMUNICATION

7.1 This policy document shall be communicated to all members of the Pension Fund.

8. UPDATES

The Policy shall be reviewed annually by the Principal Officer in consultation with the Sitting Board of Trustees.

Approved By Board: Date:
Board Chairman

Signed By: Date:
G. T. Chikava – Chief Executive Officer