



## **C4. POLICY ON SUPPLY CHAIN MANAGEMENT AND HOUSE RULES**

### **C4.1. Policy on Supply Chain Management**

The procurement policy can be obtained from the University of Venda upon request.

### **C4.2. House Rules**

#### **Rules**

1. All deliveries that will occur during the university operating hours must be coordinated so as not to obstruct the roadways or public routes in any form for any period of time. Failing this, deliveries must be restricted to between 22h00 and 04h00.
2. No construction or construction related vehicles are allowed to be parked alongside the roads or university buildings. No queuing of delivery vehicles will be permitted on any part of the route to your site and /or site establishment.
3. All work resulting in high levels of noise or disruption to University operations will be restricted to hours between 22h00 and 04h00 or coordinated with University contact person.
4. All dust and debris resulting from grounds and landscaping work is to be contained within the site. Any materials and rubble outside the applicable site will be removed by Univen from the campus without notice to yourselves and will be for your account.
5. All operating services are to be protected at all times.
6. Work will be allowed at night provided that the site is adequately illuminated and security is fully coordinated and documented.
7. All vehicles related to your works are to be parked within your site or in public parking with costs for your account. Any contractor vehicle towed or clamped due to illegal parking will be for your account.
8. The site is to be maintained in a reasonable state of tidiness at all times.
9. Rubble may not be accumulated on site. Suitable skips are to be provided for the works.

### **Behavior on site**

1. No worker may use any of the facilities on campus and they are limited to the applicable site.
2. No worker may mingle or be seen to contact any student or stay overnight on campus
3. No worker may enter the student bar
4. No worker may enter any of the student residences
5. No worker may enter the student/staff cafeteria or tuck shop
6. No worker may enter any of the university buildings for any reason whatsoever prior to arrangement with University contact person.
7. When work is done, no worker will be allowed to loiter in the campus
8. Campus security has very strict instruction to enforce any of these house rules and Univen reserves the right to request contractor to remove such employee from site permanently.

### **Spot fines**

1. Under no circumstances will the service provider be allowed to make use of any University equipment. Should the service provider or his sub-contractors be seen making use of the aforementioned equipment, an immediate spot fine of R 3 000.00 per occurrence will apply and such monies will automatically be deducted off any payment invoice due.
2. Similarly, the service provider and sub-contractors are limited to their actual site areas and places of work and under no circumstances will materials, equipment, tools, cooking or any other disturbance be allowed in public areas and delivery of materials via the normal University traffic routes is strictly prohibited without proper coordination. The service provider is to respect the operational environment in which their work will be performed. A spot fine of R2 000.00 per occurrence will apply and be deducted off any payment invoice due should the above not be adhered to.