

EDITION **3**

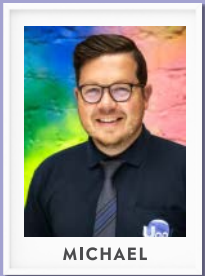


QUARTERLY
**NEWS
LETTER**



SEPTEMBER 2021

NEWS LETTER TEAM



FROM THE EDITOR

It's that strange time of the year where the weather is unpredictable and most people are divided between the thought of "This year is flying past us!" and "Oh my goodness, can it just end already?!". No matter where you find yourself on this spectrum, I'd like to congratulate you on making it this far.

Despite all the craziness - Covid, riots, moving to a new site - we have made it this far and we have done it as a team. So, feel free to take a moment to breathe it all in - stop and smell the roses as many like to say. I guess the point I want to make is that staying present is what matters most. We have been shown these past 2 years just how fleeting our time on this earth is, and while I don't mean to introduce morbidity into the conversation, it drives home my point.

No matter where you find yourself today, while reading this, be present. Check in with yourself and appreciate that it is the culmination of all your decisions and efforts that have led you to this exact moment. So, deep breath in and deep breath out, fix your posture, and stay hydrated today.

I hope you enjoy reading this publication as much as we enjoyed putting it together.

Until next time, good job UP!

Laurinda Hartley
Editor in Chief

MANAGING DIRECTORS



Dear UP family

It's fantastic to have another newsletter make the rounds where we can share all the new and exciting news about the UP Group as well as some feel good stories about our family.

As many of you may know, the new UPP DC is currently being constructed and established and we are hoping to move into the premises by the end of September. We are optimistic that this new DC will alleviate pressure in the current warehouses and assist both employees and customers alike with the smooth shunting, storage, and distribution of stock. A special thank you to every single staff member who has worked so tirelessly to ensure that the project is completed on time and within budget.

On the operations side we have had several new people starting that are going to compliment our team very well and add to our momentum going forward. Our new broke pulper has been successfully installed at UPM and is already baring fruit and helping us become more self-sufficient in converting our internal waste into sellable paper. We have also implemented a new structure in our roll factory to enhance our performance and improve our operations. This new initiative will roll out in September, and we look forward to seeing the many newly promoted machine leads and production technicians spread their wings and bring great success to the roll factory.

Since the introduction of the Personal Development Planning initiative, we are very proud of the people that have taken the time to invest in themselves. This program is very important to us all as we aim to help people realise their true potential. Your ultimate success is dependent on your level of interest and determination to develop yourself to grow within the business. Your success is our success so please make the time to invest in yourself - it is the best investment you could ever make.

Spring is upon us now and we hope to spend a lot of time cultivating our newly established Sher Park and seeing everyone's trees blossom. This will definitely be a place in the future where we hope employees will unwind and enjoy their breaks in nature.

We would also like to take this opportunity to welcome the newest members of the UPP family, Gia Sher and Lethabo David Mabena. A hearty congratulations to Jonathan and his wife Laura on the birth of their beautiful little girl; and to James and his wife, Tumisang, on the birth of their baby boy. May they continue to bring you much joy!

Yours faithfully

David & Jonathan

The past (almost) two years have hardly been the norm for South Africans. Our country has had to learn to appreciate one of the most important and often overlooked assets – health. And while our society has been gripped with fear and economic decline, we have seen our people do their best to survive – and help their fellow man.

Mandela Day was a day to remind us that a single act of kindness could change the course of an individual's day and possibly even their lives. By giving a humble 67 minutes, you are stating that the cause and person in front of you is important and worthy of recognition.



With Covid making it difficult to give physical comfort, South Africans have had to get clever! And boy did we do our level best here at UP! Instead of Mandela Day, we had Mandela Week. We decorated, packed and delivered 60 care packs for elderly community members to Northern Hope Foundation. Their gratitude and immense joy over receiving these humble gifts was heartwarming. Good job UP!



Mandela DAY | 2021

THE GIFT OF GIVING



Northern Hope Foundation is a registered NPO that cares for the elderly and vulnerable youth within Ga-Rankuwa and surrounding areas. The foundation was founded in 2013 and started as a soup kitchen providing food for the elderly waiting for pension money in long queues. Northern Hope Foundation has been striving to provide dignified services to those in need ever since.

End....

Should you wish to contribute to NHF in any way, find their details below:

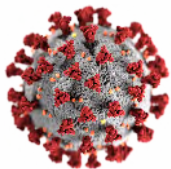
Tel: 076 624 7040

Email: northernhope.foundation@gmail.com

Address: 303 Pelo Street, Zone 1, Ga-Rankuwa



COVID 19 VACCINES



What is a vaccination?

Vaccinations are a simple, safe, and effective way to protect people against harmful diseases before they come into contact with them. It uses your body's natural defenses to build resistance to specific infections and makes your immune system stronger.

How do vaccines work?

Vaccines train your immune system to create antibodies, just as it does when it is exposed to a disease. When you get a vaccine, your immune system responds by recognising the invading germ and producing antibodies. Antibodies are proteins produced naturally by the immune system to fight disease. Your body remembers the disease and how to fight it. If you are then exposed to the germ in the future, your immune system can quickly destroy it before you become unwell. However, because vaccines contain only killed or weakened forms of germs like viruses or bacteria, they do not cause the disease or put you at risk of its complications.

What is the benefit of a COVID-19 vaccine?

COVID-19 vaccines protect you from severe illness and death from the virus by helping the body develop immunity. They may also help reduce the spread of the virus between people, so one person's choice to get vaccinated could save many more lives.

COVID-19 vaccines are a key tool in ending the pandemic and getting societies back to normal. Mass vaccination campaigns should also help reduce the pressure on health workers and hospitals, allowing them to attend to patients with other conditions.

Should I get vaccinated?

Two key reasons to get vaccinated are to protect ourselves and to protect those around us. Because not everyone can be vaccinated – including very young babies, those who are seriously ill or have certain allergies – they depend on others being vaccinated to ensure they are also safe from vaccine-preventable diseases.

Are Covid-19 vaccines safe?

Yes. There are strict protections in place to help ensure the safety of all COVID-19 vaccines. Before receiving authorisation from the World Health Organization (WHO) and the South African Health Products Regulatory Authority (SAHPRA), COVID-19 vaccines undergo rigorous testing in clinical trials to prove that they meet internationally agreed standards for safety and efficacy.

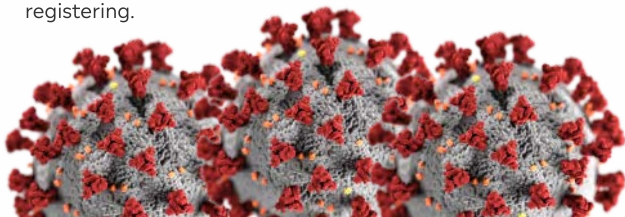
Hundreds of millions of vaccine doses have been administered globally and millions of people have already safely received COVID-19 vaccines in Africa.

Are Covid-19 vaccines effective?

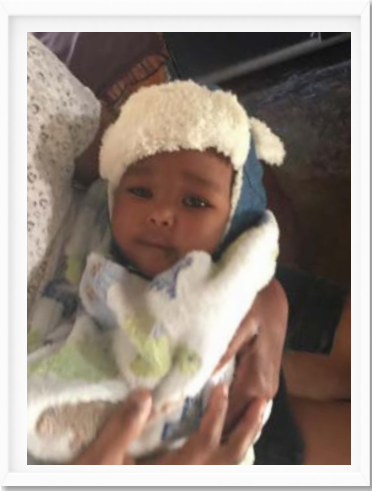
Yes. Data from clinical trials and now data coming from use in real life settings is showing that COVID-19 vaccines authorised for use are highly effective in protecting against severe illness and death from COVID-19.

Where can I register for the vaccine?

If you qualify to be vaccinated, you can register on the Department of Health Electronic Vaccination Data System (EVDS) in one of four ways. You can register on the website, using WhatsApp, or on your phone using USSD, or by calling 0800 029 999. Speak to the SHEQ team if you need assistance registering.



the Love of a Mother



Babies are a blessing - they bring families and communities together and teach us the meaning of patience and compassion. This couldn't be more true for Mpho, Daleen and Constance. Our ladies saw a young mother in need and decided to step in.

It all began with Conny's daughter stopping to congratulate a neighbour on becoming a mom when she saw her baby with no warm clothing on in the middle of a cold front. Her heart was troubled by this, and so, she told Conny of her concern. Conny was quick to act and spoke to Mpho and Daleen, asking if there was any way that they could aid. And boy did they!



With some planning and 'disaster management', our ladies arranged that the mom would have at least two warm baby grows that evening while they gathered their small clothes from home to gift the Little One. They piled baby grows, socks, vests, blankets, and other clothes together - not hesitating to help.

These were gifted to the small family the very next day, making sure that the Little One would stay warm and look rather snazzy while doing so.



"Now our hearts are at peace knowing that the baby is warm. We know there is not much we can do but, we couldn't help it but share the little that we have with this precious little being. Children are a gift from God", says Daleen.

A huge thank you to Conny for letting our ladies know and being willing to deliver the goodies, and a huge thank you to Daleen and Mpho for going the extra mile for a mom in need - you are all a blessing to the community.

PARTIC-UP-ATION

WHY IT MATTERS SO MUCH.

Yeah, we know, COVID has messed up our day-to-day lives and has forced us to think of other ways of doing business. And we understand that it has made events far more intimate and quieter; but that doesn't mean that we cannot get involved anymore!

We, a group of employees, have been striving to think of ways to make events and initiatives fun even though it would be small and far less boisterous. Take the Secret Santa initiative from last year as an example. We practiced social distancing, but we still had a wonderful time listening to Christmas Carols and being excited to see how we all reacted to the gifts we bought for each other.

And then the raffle to win a day off from the office – it was a way to excite our colleagues to get involved with a charity event. And we raised just over R2000 that was used to buy some of the blankets for the Mandela Day initiative.

The more you get involved, the more fun and meaningful events/initiatives we can organize. But we need that buy in from YOUR side – without it, we are unable to convince our directors that it is a worthwhile venture. The more we all get excited, the more we can do for you. Take the Personal Development Plan as an example. This is an initiative that allows you as an individual to set both personal and professional goals for yourself with the help of a coach who knows how to guide you in the right direction to reach them – make use of this!

Believe us when we say that we are passionate about you – we love to see you thrive! And that includes your happiness and wellness within the workplace. We try to make the mundane far less so by introducing small initiatives such as Casual Day, Secret Santa, Joy in a Box, go to work early day, and even guessing the natural hair colour of a certain lady in design. We also strive to implement initiatives that seem shallow on the surface but run deep and make a huge impact on those who engage in them – such as the Personal Development Plan. It gets you talking, it gets you engaged, and it makes us happy to see you happy.

Bottom line – the more we partic-UP-ate, the more we can do in the future to develop you as professionals and individuals. The less we all participate, the harder it is to push for fun or meaningful events, making these initiatives and events few and far between. And that's just kaka. No two ways about it.

**Personal participation
is the universal
principle of
knowing.**

Michael Polanyi



BIG Moves

UP Distribution Center - DC



There have been some major shifts and changes within UP over the last few months. And while it is a lot to take in, we have made it easy to digest by breaking it down a little better.

MOVING TO A NEW SITE

We have recently bought a new site – Bader. This space will become our distribution center and will combine both Stand 37 and Duro warehouses into one! This will be known as UPP Distribution Center – DC for short.

The space has a plethora of office space and means that a lot of departments are going to have the space to expand and grow!

Departments that will have space at DC include:

- HR (some members of the team)
- Finance
- Supply chain (most of supply chain)
- Sales
- Admin (some members of admin)

The plan is to be moved in by the end of September, but there is still plenty to finish! So, Partic-UP-ate and put your hand up when you have some free time and could lend a hand on the project. Any help is always welcomed and a great way to get to know and see our new site. Take a few moments to read the posters and communications sent. Stay in the know and hop on the bus!

Be curious, don't be afraid to ask questions or if you may visit the new site. Contact Lyndi on 082 889 2121 if you would like a quick tour or any more information on the vision of our new DC.

***Fun fact* - the DC stand itself is 2200 square meters in size. This is slightly larger than the area of 3, full-sized soccer pitches put together.**

SUPPLY CHAIN CHANGES

Planning will now extend to include maintenance planning. The basic goal of planning and scheduling is avoiding delay. The role of the Maintenance planner is to improve work force productivity and work quality by anticipating and eliminating potential delays through planning and coordination of labour, parts and materials.

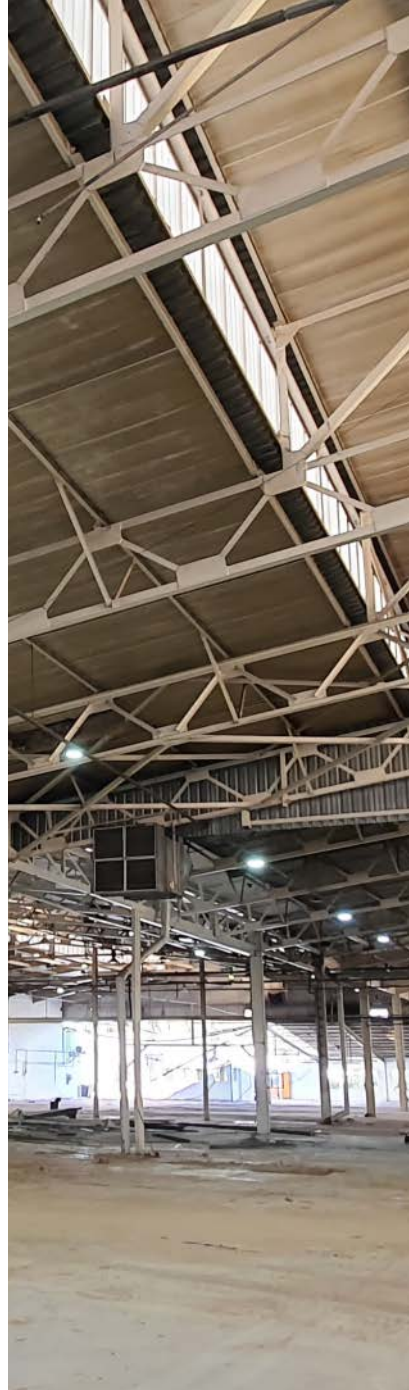
Procurement is also making some valuable moves including the implementation of DocuVision, a system that will receive, track, manage and store documents. They are also setting up a preferred supplier list, contracts and service level agreements that will ensure that we have guaranteed quality of goods from suppliers. Additionally, Procurement is moving towards becoming ISO Compliant, which, as previously mentioned, will help the Company immensely.

A new Warehouse Management system will be implemented within DC that will help track where stock is and how much of it there is. This means that there will be better stock management! On top of this, new equipment will be used in DC to ensure that time and money is saved. These machines include an inline wrapper and pallet inverter.

Other new features to the supply chain include vehicle trackers in our Company vehicles that will help predict and prevent accidents, record footage, and track driving behaviours to keep our drivers awake and safe!

Keep a look-out on the notice boards for more information on the big moves UP is taking to ensure growth!

SUPPLY CHAIN



EMPLOYEE ASSOCIATION

The UP Employee Association is a voluntary action group that represents employees across the company. It is a mechanism to provide two-way feedback from all staff to the Directors and vice-versa. Communication is key and we want to make sure messages between employer and employee are getting passed on correctly from both sides. We do this out of respect for our employees opinions and views and to ensure they are being heard as part of the Universal Family.

The objectives of the Employee Association include:

- To promote the interests of all employees & enhance workplace efficiency;
- To provide a platform for the company and employees to discuss collective issues;
- To increase company awareness and to respond to matters which are important to employees;
- A means for the company to give clear and concise information on company-related issues;
- To undertake a consultative role where ideas, issues, drafts of new policies, organisational changes and legitimate employer/employee matters can be discussed cordially;
- To promote improved communication

Should you have anything to address, please talk to the representative in your area. These people are:

Mpho Masupye – CS & D
Michael Curtis – Design
Daleen Tau – Finance and Admin
Martin Vukeya – FG
Jeffrey Cattaert – SHEQ
Goodwill Molefe – Ink
Russel Mkhabela – Maintenance

Wian Posthumus – Planning
Yerissa Govender – Procurement
Michael Ngwane – RAWS
Thato Matshaneng – Roll Factory
Elias Mkhine – PF2
Thabang Molomo – PF2



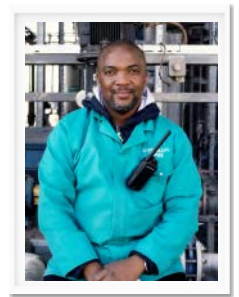
IT'S NEVER TOO LATE TO LEARN

In February 2021, Thabo Moseme was promoted to Junior Training & Development Manager in the HR Department and the Training Division was then established. Thabo was initially recruited as a Process Engineer at Paper Factory 2 and showed a very keen interest and passion in training and mentoring others.

Thabo currently focuses on internal training and will look to expand his training portfolio in the future.

The development and implementation of our very own Training Division within the UP Group is a great milestone and we are hoping to expand on it in the future to deliver high quality, effective and exceptional training in order to improve performance, morale and create a learning culture within the organisation.

Please contact Thabo if you have any questions regarding internal training programs.



PROMOTIONS



Clement Hlongwane
Supply Chain
Promoted to
Inventory Controller



Motsiri Mojapelo
Promoted to Dispatch &
Returns Controller



Lerato Maloka
Promoted to Inventory
Controller



Sello Motlana
Promoted to
Crew member



Wian Posthumus
Promoted to Senior Planner
Is also now CPIM 1 certified



Kopano Maboe
Promoted to Supervisor

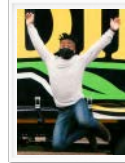


**Certificate in Root
Cause Analysis**

Jeffrey; Sydney; Tuliso; Ascertia
George; Johandre; Rose

**Certificate in Hazard
Identification Risk Assessment**

Ascertia; Sydney; George; Rose



Ntolwane Moroka
HR
Finished and passed his
Masters Degree in
Human Resources



Tumisang Tlhabane
Maintenance
Passed his Trade test
and is now a qualified
Electrician



Cornelia Gerber
Planning
Is now CPIM 2 certified



Erich Dürr
Completed MCIPS
Certification



Khuliso Mapholi
Maintenance
Passed his Trade test
and is now a qualified
Electrician

GRADUATIONS



Mpumelelo Maila
Supply Chain
**Our very 1st female
Team Leader!**



Romancia Buys
Distribution
**Our very 1st female
Driver!**

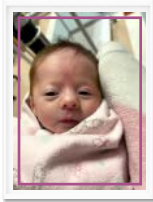


Hilda Tseana
Supply Chain
**Our very 1st female
Forklift Driver**

MILESTONES

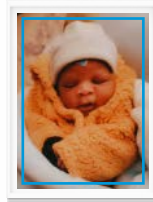
HELLO *little* ONES!

Welcoming the newest additions to your families!



Gia Sher

Born 16 | 07 | 2021
Congratulations!
Jonathan Sher
Managing Director



Lethabo David Mabena

Born 12 | 07 | 2021
Congratulations!
James Mabena
Supply Chain

CLASSIFIEDS

Contact Lerato for any artwork commissions or to see her current body of work for sale.
0789245102

Contact Mavis Mabunda for delicious baked goods
0797726559

For Avon orders, contact
Vinessja Rogers
0799873746

Psychometric services including:

- Career choice assessments
- Cognitive assessments
- Personality tests
- Behavioural assessments

Contact Sharon
0716229587 | swinter@upap.co.za

OUR DEEPEST CONDOLENCES

It is never easy to lose a loved one; your world forever changes in a way you would rather it didn't. And for that, we extend our deepest condolences to all our employees who have suffered loss and sadness this year. You and your family are in our thoughts and prayers, always.

VISIT OUR **WEBSITE** - www.upap.co.za



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