

# Retention of Record and Destruction Policy

## RETENTION OF RECORD AND DESTRUCTION POLICY

### General

A Record Retention and Destruction Policy establishes which Records are:

- retained,
- in what manner,
- for how long, and
- the procedures for their release or destruction by the company.

The objectives to having a Record Retention Program is to:

- save space
- save time
- preserve history
- comply with legal requirements

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## 1. POLICY OBJECTIVE AND PURPOSE

**Norsk Renewables** and its Subsidiary Companies (“COMPANY”) and the COMPANY’s employees all have a responsibility to manage, store and retain certain documentation, Records, and other forms of information for specific periods for the following reasons:

- 1.1.1. to ensure that important business Records are easily located and readily accessible to the COMPANY and promote values such as efficiency, transparency, and accountability;
  - 1.1.2. to ensure that the COMPANY disposes of (destruction/transfer to archives) and deletes (destroy) unnecessary Records in accordance with applicable South African legislation and operational requirements.
  - 1.1.3. to ensure that the COMPANY maintains the physical and electronic security of Records;
  - 1.1.4. to ensure that the COMPANY retains Records in such a manner that their admissibility and/or evidential weight is not compromised;
  - 1.1.5. to comply with document retention duties detailed in South African legislation and in particular with the Protection of Personal Information Act, Act Nr 4 of 2013 (POPI);
  - 1.1.6. to eliminate accidental or unintentional destruction of Records which are important for business/operational purposes;
  - 1.1.7. to prevent the retention of documents for excessive periods, which could prejudice the COMPANY;
  - 1.1.8. the maintenance of evidence for possible future litigation, mediation, arbitration, or disciplinary hearings;
  - 1.1.9. good corporate governance and good Records management practices;
  - 1.1.10. processing public requests for information as detailed in the Promotion of Access to Information Act, Act Nr 2 of 2000 (PAIA);
  - 1.1.11. securing Records (evidence) for quality assurance purposes; and
  - 1.1.12. to facilitate the COMPANY’s operations by promoting efficiency and freeing up valuable storage space.
- 1.2. The purpose of this policy is to establish a framework for the effective management of Records, which must be adhered to by the COMPANY and its employees in respect of the retention and archiving of documents and Records including the retention, archiving and eventual destruction in accordance with the applicable laws and standards in place in South Africa.

## 2. DEFINITIONS

### 2.1. Definitions, which will be used throughout this policy:

- 2.1.1. “Active Records” means a Record containing information, which is regularly referred to and required for current use by the COMPANY;
- 2.1.2. “Inactive Records” means a Record containing information which is no longer required by the COMPANY as the purpose for which such information was collected has expired and which is not further required by the COMPANY, but which Record must be kept for legal or historical purposes;
- 2.1.3. “Non-Record” means information or data produced or used by the COMPANY concerning routine administrative data or communications, transient memoranda, or notes, and unused or insignificant drafts or copies of communications having such limited and short-term value or usefulness that they need not be retained.
- 2.1.4. “Record(s)” means any Recorded information whether created by the COMPANY or not, regardless of form or medium, and regardless of when it came into existence, but which is held by or is under the control of the COMPANY, including any of the following:
  - Writing on any material;
  - Information produced, recorded, or stored by means of any tape-recorder, computer equipment, whether hardware or software or both, or other device, and any material subsequently derived from information so produced, recorded, or stored;
  - Label, marking or other writing that identifies or describes anything of which it forms part, or to which it is attached by any means;
  - Book, map, plan, graph, or drawing;

- Photograph, film, negative, tape or other device in which one or more visual images are embodied so as to be capable, with or without the aid of some other equipment, of being reproduced;
- 2.1.5. "Records Management" means the systematic control of all Records from their creation or receipt, through their processing, distribution, organisation, and retrieval to their ultimate destruction.
  - 2.1.6. "Records Manager" means the employee appointed to oversee the Records management function within the Company.
  - 2.1.7. "Records Management Committee" means a committee established to oversee the Records management function within the Company.
  - 2.1.8. "Retention Schedule" means a schedule compiled by the COMPANY, which lists the period that Records need to be stored and kept before they can be permanently destroyed.

### 3. APPLICATION

- 3.1. This policy applies to:
  - 3.1.1. All the COMPANY's employees and where applicable service providers and Operators; and
  - 3.1.2. All Records and documents, regardless of physical form, created, received and/or held by the COMPANY, regardless of when they came into existence.
- 3.2. Records covered by this policy relates to all recorded information, in print or in electronic format used in relation to all and any aspects of the business of the COMPANY.
- 3.3. Employees should be aware that electronic Records have the same status as paper Records. Both electronic and paper Records are bound by the same legislative requirements and are subject to the same degree of confidentiality and care.

### 4. RECORDS RETENTION, ARCHIVING AND DESTRUCTION PROCEDURE

- 4.1. Once it has been established that a Record has become an Inactive Record or a Non-Record, then the employee must follow the archive and destruction process set out under Schedule "A" headed the "COMPANY archive and destruction procedure".
- 4.2. All employees must follow the document retention periods outlined in the COMPANY Records Retention Schedule set out under Annexure "B". Documents that are not listed but are substantially similar to those listed in the Retention Schedule, must be retained for the appropriate length of time.
- 4.3. Records should be classified as Non-Records or Inactive Records when their purpose has come to an end or has been achieved.
- 4.4. The date when the purpose of a Record has been achieved and it is classified as a Non-Record or Inactive Record must be recorded in the document Retention Schedule as this helps delineate the beginning of any applicable retention period.
- 4.5. Where further processing of the Record is anticipated, then the Record should be retained for the requisite period anticipated.
- 4.6. Where the Record contains information, which may be used for research, statistical or other resource purposes then the Record should be retained and placed in the COMPANY knowledge management system where it can be accessed when necessary or required.
- 4.7. All employees have a duty to appropriately classifying their communications into Records and Non-Records according to their content and importance.
- 4.8. Non-Records and Inactive Records should be destroyed once they are no longer needed, and as a bare minimum, purged from the file before archiving. This will avoid storage of unnecessary Records.
- 4.9. All Records will be managed in an effective and efficient Record Management system that will ensure that Records will be maintained in a proper manner to protect the rights of the COMPANY.
- 4.10. All the Company Records must be classified according to subject matter or type, for example financial Records, tax Records, company contracts etc.

- 4.11. All Active Records shall be maintained in an organized system located in a secure and locked area. The filing system shall be in accordance with accepted practice.

## 5. OWNERSHIP OF RECORDS

- 5.1. All Records, irrespective of format (i.e., paper, and electronic, including e-mails and other Records) created or received by employees and independent contractors in the course of their duties, are the property of the COMPANY and subject to its overall control.
- 5.2. Employees leaving the COMPANY or changing positions within the Company are to leave all Records for their successors.

## 6. ROLES AND RESPONSIBILITIES OF THE RECORDS MANAGER

- 6.1. Operational responsibility for Records Management rests with the Records Manager.
- 6.2. The Records Manager is the custodian of this Policy.
- 6.3. The duties of the Records Manager include, but are not limited to the following:
  - 6.3.1. annually review this Policy with all associated Records Management policies and procedures;
  - 6.3.2. implementation, management, and maintenance of the procedures detailed in this Policy and associated Records Management policies and procedures;
  - 6.3.3. assist in the correct identification, classification, retention, access, destruction, and use of Records;
  - 6.3.4. co-ordinate the implementation of Records Management initiatives within the Company and Record Management training;
  - 6.3.5. manage the Records Management budget;
  - 6.3.6. regularly update and maintain the Retention Schedules to reflect any changes in legal and operational retention requirements;
  - 6.3.7. provide proper care and storage for Inactive Records on and off site;
  - 6.3.8. regulate transfer of Inactive Records to the Records Management Centre;
  - 6.3.9. promote regular inspection of Records and monitor compliance with this Policy;
  - 6.3.10. implement measures to ensure security and protection of Records; and
  - 6.3.11. training of employees with regard to Records Management procedures.
- 6.4. The Records Manager performs the above-mentioned duties with the assistance of the Records Management Committee and may delegate any of the above-mentioned duties to any employee.

## 7. ROLES AND RESPONSIBILITIES OF THE RECORDS MANAGEMENT COMMITTEE

- 7.1. The Records Manager establishes the Records Management Committee.
- 7.2. The Records Management Committee comprises of the Records Manager and designated officials within each department of the Company.