

Our Ref: KAREN HEPBURN/sdb

Your Ref:

20 October 2011



No. 2008/027502/21

ATTORNEYS, CONVEYANCERS, NOTARIES
PUBLIC & ADMINISTRATORS OF ESTATES

Suite 36, Block B, Hilltops Office Park
73 Villiers Drive,
Clarendon
P.O. Box 11324,
Dorpspruit, 8206
Telephone : 033 345 5681
Telefax : Direct 086 554 9600
Office 033 345 5669
Email : pa@hepburninc.co.za

To whom it may concern

REFERENCE: DIVERSE HUMAN RESOURCES

Hepburn Incorporated engaged Diverse Human Resources to assist in two human resource related areas during the early part of 2011.

Donna Merrifield, from Diverse Human Resources, provided the following professional service:

1. In Feb/Mar 2011, participated in a performance counselling session and provided guidance in the process and advised the follow-up steps, in regard to poor performance of a staff member during a probationary period.
2. The reviewing of our Contract of Employment and made amendments to comply with legislation as well as design policy and procedure that would benefit the organisation and the staff through providing a clarity of understanding of expectations.

In both instances, the advice provided was professional as well as helpful in understanding, not only the correct procedures that needed to be followed, but also, guidelines were provided on what may be expected as responses from the staff in these situations and how to deal with them.

We found Diverse Human Resources to be professional, friendly, knowledgeable and up to date with changes in legislation and would not hesitate to recommend them and utilise their services again, as needed.

Should you require any further information, please do not hesitate to contact the signatory.
Yours faithfully

A handwritten signature in dark ink, appearing to read 'K Hepburn', is written over a light-colored background.

KAREN HEPBURN
HEPBURN INCORPORATED