



## Editor's Note

Welcome to the first issue of the Real Harvest newsletter for BAMB. For many of us, each new year marks a chance for renewal, and 2020 is no exception. The hope to change our organisation as BAMB and drive it forward. The Hope to share information and engage with management. The Hope to know each and every member of team.

### The Real Harvest HOPES

To provide the solution to all the hopes and dreams. The Real Harvest is our BAMB quarterly newsletter designed to provide employees with latest business news and as well as provide a platform where employees interact with management and fellow colleagues. Every story in this issue speaks to Tsosoloso, opportunity, and the transformative power of hope.

In response to the growing business communication and employee engagement and keep up with our employees, The Real Harvest has initiated the arcade. This interactive area and the objective of The Real Harvest is to publish up-to-date, high-quality and original employee and business news alongside relevant and insightful reviews. As such, the Real Harvest aspires to be vibrant, engaging and accessible, and at the same time integrative and challenging. The newsletters will contain anything that employees want as this is for employees.

Needless to say, any papers that you wish to submit, either individually or collaboratively, are much appreciated and will make a substantial contribution to the early development and success of the newsletter.

Finally, I would like to 'tip my hat' to the incredible work of our Change Management Team lead by Boipuso, Laone and Boi - Moloi, and to my BAMB EXCO colleagues. They have done an outstanding job creating this newsletter to deliver the knowledge of our business to the workplace.

Lets keep adhering to COVID protocols and keep BAMB safe.  
Best wishes and thank you in advance for your contribution to the Real Harvest 2020.

Regards,

**Isang Lekhutile**



**Hi team!** I am delighted to welcome you to the first edition of our internal newsletter which you named Real Harvest. Let me at this juncture extent my gratitude to all those that participated on the naming competition where Letlhogonolo Serebolo for emerging as the winner of this team engagement exercise.

**Real Harvest**, is our quarterly supplement designed especially for engagement with BAMB Employees. You will recall that following the rollout of Tsosoloso, a change management committee was established to drive change at BAMB. Some of their initiatives included introduction of an inhouse Newsletter, hence Real Harvest was born. The name Real Harvest connotes several meanings and definition. It could be tied to our national goal of improving yields at production or return on investment on our livestock production, while for our BAMB community it could represent productivity at work, fruitful relationships and achievement of our strategic goals. By way of diversifying and opening up channels of communication, we are demonstrating our commitment to develop highly engaged personnel.

An effective newsletter (with high readership) can be a magical tool that engages employees, improves internal communication and encourages a collaborative environment. We aim to cut through the miscommunication and misguided information and give you clear, relevant and reliable information about our policies, processes, plans and achievements. Let's keep Real Harvest entertaining and informative. Use this as a tool to demonstrate your other skills; storytelling, research, etc

Employee engagement today, is perhaps the hottest buzzword in every manager's handbook. A quick glance at Gallup's 12 indicators of engaged employees reveal that at least half these indicators can be addressed through an employee communication.



Inside you will find a mixture of news, strategy and projects update, SHE and security tips, CSI initiatives, regular columns on a wide range of employee-related topics. For this edition we have:

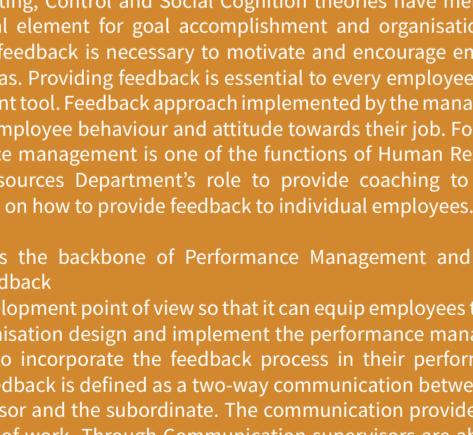
- Article- Invest in ethics and integrity
- Article- Constructive performance feedback
- Business updates
- BAMB events
- Staff welfare issues
- Know your Team and Individuals

2020...what a year! March 2020 financial year seemed to be hurtling at 200km/h whilst also edging along at a snail's pace. I would like to thank each and every BAMB team member for tackling all the challenges we faced in a stride. As a team, we had to adapt to an ever-increasing workload with fewer resources and, as a result of your efforts, we have emerged from 2019 with much to be proud of! Some of our accomplishments this year include:

- Achieving and successfully rolling out BAMB initiatives in Wellbeing, Change and Culture Standards
- Launching the Rapid Skills strategic project on behalf of EXCO

*Please let me know if there is any topic you would like to see covered in the future.*

CEO's Welcome Note



## Constructive Performance Feedback

**Written by: Isang Lekhutile**

I have seen many negative exit interviews due to lack or no feedback from supervisor or feedback provided was mostly negative with no opportunity to discuss employee development. Constructive feedback as opposed to just feedback assist employees in solving performance setbacks, changes behaviour positively and overall provides meaningful direction and suggest possible corrective measures. This is what keeps employees engaged and appreciate organisational honesty, transparency and communication. Employees need trust, support and respect from their Supervisors and constructive feedback provides that. Performance management is a process which aims at increasing the individual's, team and organisational performance. Lebas (1995) defines performance as actions aimed at driving organisations to meet its set objectives and goals. One of the dangers in the performance feedback is the absence of feedback at all from a Supervisor.

Absence of feedback from supervisor has triple effects to the organisational performance, individual employee performance and as well as the supervisor. Feedback is communication, it is the interaction between individuals as either subordinate, supervisor and sharing information, meaning and knowledge. Absence of feedback simplifies lack of communication, which has direct and indirect effects on organisational performance. Employees may suffer from poor performance because of not receiving feedback and it is very common in many organisations. "In Writers" acknowledges delivering feedback as one of the challenges that could lead to absence of feedback.

Delivering feedback is an art that is learned and must be harnessed for perfection. It requires the manager to wear different hats and play a range of roles such as being a friend, counsellor, parent or psychiatrist. Acquiring feedback skills, both in giving and receiving feedback, requires years of experience, training and genuine interest in the employee wellbeing. Lack of experience can be a challenge and often lead to lack of feedback. It is the duty of Human Resources Department to assist, coach and train managers to master the art of conversing with subordinates and give feedback in formal and informal setting.

In conclusion, the end of the year represents two things in an organisation and one of the two is performance evaluation and feedback to employees. This is the time when organisations reflect on employees' performances and evaluate them. Performance Feedback should be one of the Human Resources strategies to improve employee motivation and engagement. Performance feedback allows and/or provides organisations with an opportunity to develop (KSAOs) that is knowledge, skills and abilities for successful performance of employees. Another critical component of performance feedback is the use for it to generate training needs analysis and metric to gauge organisational capability and strength. Performance feedback is an unavoidable element of organizational life, which should be ruminated as a strategic component in the success of an organisation. Feedback is the cheapest, most powerful, yet, most underused management tool that we have at our disposal. It helps people get on track and serves as a guide to assist people to know how they and others perceive their performance. 360 Degree approach to performance feedback is one of the most effective strategies to continuously engage employees. According to Kouzes and Posner, 360 degrees feedback is one of the powerful mechanism in the field of performance appraisal system.

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Awards Employees

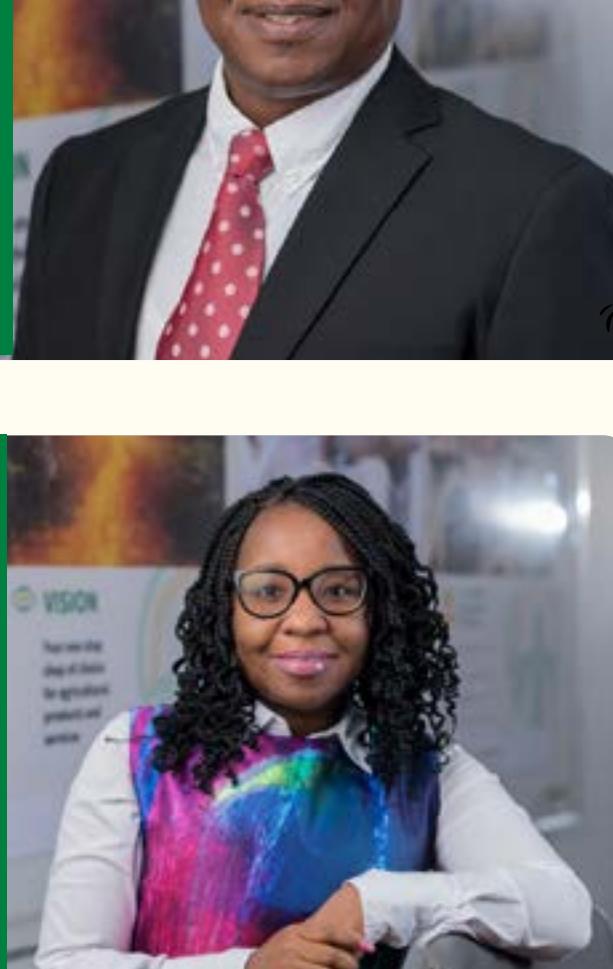
Integrity

Know Your Team

Staff Welfare

Quiz corner

Leonard Morakaladi



### Full names:

**Leonard Morakaladi**

Job title: Chief Executive Officer

Marital status: Very Married

No. of kids:

4 (Three girls 1 boy)

Birthday

06 June

**Hobbies:** Sports & Camping**Favourite movie:** Drama, Action Type, Sci-fi**Music:** Coral, RNB, RAP I like good music**One line summing your work background:**

High Level Strategic Role that requires focus and decisive thinking.

**Motto/ principle/words you live by:**

Live a principled life then everything else will fall into place.

**Last 3 positions held:**

Managing Director in my own Businesses

Tobile Lemo



### Full names:

**Tobile Lemo**

Job title: Head of Finance

Marital status: Single

No. of kids:

2 kids

Birthday

21 Sept

**Hobbies:** Gardening, exploring eateries, a good game of chess, time with my pets & swimming**Favourite movie, music, food & color:****Movie:** What's love got to do with it - Tina Turner**Music:** Anything with a good rhythm**Food:** sushi, fudge & chicken feet**Color:** Blush Pink**One line summing your work background:** A chartered accountant experienced in aspects of auditing, risk management, management accounting, financial accounting and financial data analysis**Motto:** Dust yourself up and forge on, the world waits for no one**Last 3 positions:** Compliance Manager, Financial Controller, External Auditor

Kopano Mokobi



### Full names:

**Kopano Mokobi**

Job title: Head Of Commercial Business Development

No. of kids:

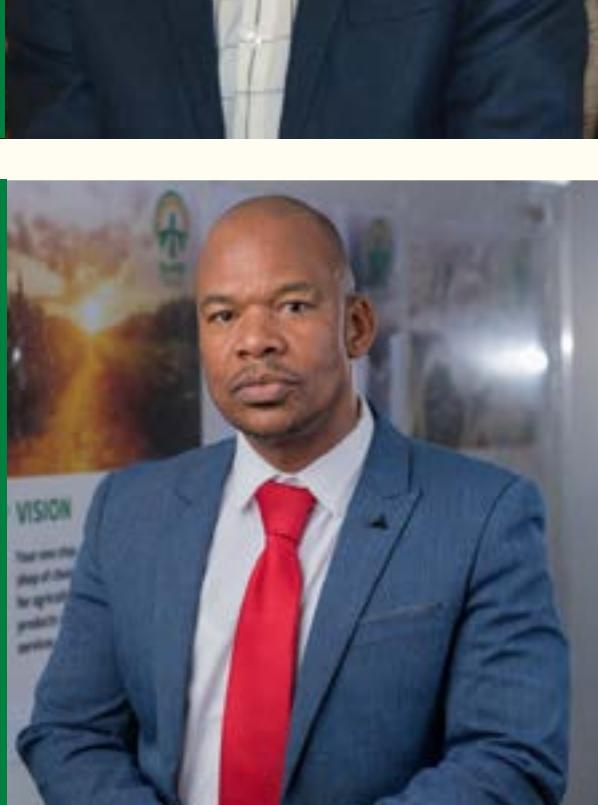
2 kids

Birthday

24 Oct

**Hobbies:** Farming, Horse riding, Extreme sport (Sky diving, Zip lining and swimming with the sharks).**Favourite movie, music, food & color:****Movie:** Grease**Music:** All Genres**Food:** (sushi, fudge & chicken feet)**Color:** Navy Blue**Motto:** Time waits for no man**Last 3 positions:** District Manager(KBL), Key Accounts Manager (KBL), National Trade Execution Manager ( KBL)

Bashi Ratshosa



### Full names:

**Bashi Ratshosa**

Job title:Head of Operations

Marital status: Married

No. of kids:

1 child (8year boy)

Birthday

17 Nov

**Hobbies:** A great football fanatic**Favourite movie, music, food & color:****Movie:** Boys in the hood**Music:** Oldies**Food:** Tswana Cuisine**Color:** Blue**Motto:** A retailer through and through.**Last 3 positions:** Retail Manager - Puma Energy, Group Operations Manager - Liquorama National Distribution Services Manager - KBL

Isang Lekhutile



### Full names:

**Isang Lekhutile**

Job title: Head of Human Capital

Marital status: N/A

No. of kids:

N/A

Birthday

01/01

**Hobbies:** Golf and reading as well as writing articles**Favourite movie, music, food & color:****Movie:** I really enjoy Jazz NB listen to African Jazz Pioneers then you will understand**Music:** This movies will teach more about management and Career - Wall Street (1987) and The Pursuit of Happyness (2006)**Food:** Menoto and Mabele best bet for me**Color:** Anything with blue does magic for me**One-line summing work background:** Ethical business practice shapes ones career**Motto/ principle/words you live by:** Make days count for you. Life is too short to spend on negative activities**Last 3 positions:** HR Manager – Barloworld Equipment Botswana, HR Manager and Learning and Development Manager(Acting)

Dr Benjaminini Ditsèle



### Full names:

**Dr Benjaminini Ditsèle**

Job title:Head of Veterinary

Marital status: Married

No. of kids:

3 (2 boys USA born and 1 girl motswana)

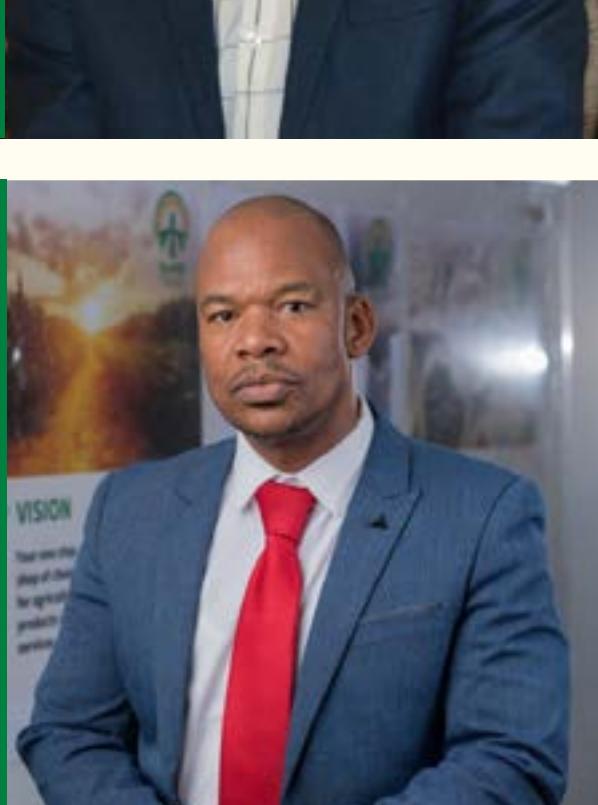
Birthday

07 Jan

**Hobbies:** Chess, Tennis, swimming**Favourite movie, music, food & color:****Movie:** Falling down by Michael Douglas**Music:** RAP, Rhythm and blues, and soul**Food:** Salmon, kingklip, calamari, sushi and Tswana traditional foods**Color:** Blue**One-line summing work background:** Award-winning high achiever, well rounded and internationally experienced Veterinary Doctor.**Last 3 positions:**

1. Head of Veterinary Services BAMB
2. Head of Virology diagnostics and testing (National Veterinary Laboratory)
3. Principal Veterinary Officer 1 (Central district)
4. Head Veterinary Doctor (Atlanta, USA)

Tumelo Keitumetse



### Full names:

**Tumelo Keitumetse**

Job title: Head of internal Audit

Marital status: Married

No. of kids:

5 boys

Birthday

27 Jan

**Hobbies:** Farming**Favourite movie, music, food & color:****Music:** traditional, African music**Food:** dumplings with oxtail**One-line summing work background:** a seasoned internal auditor with experience in governance, risk management and strategic management.**Motto/ principle/words you live by:** Integrity defines who you are.**Last 3 positions:** Internal Auditor Senior Internal Auditor Internal Audit Manager

Onkemetse Thomas



### Full names:

**Onkemetse Thomas**

Job title: Board Secretary

Marital status: Married

No. of kids:

3 (2 girls and a boy)

Birthday

09 April

**Hobbies:** Reading and travelling**Favourite movie, music, food & color:****Movie:** Set it**Music:** RnB and soul**Food:** Samp and beans**Color:** Red**One-line summing work background:** Possesses a total experience of 14 years' experience as a corporate lawyer and Board Secretary.**Motto/ principle/words you live by:** The Quality of a person's life is in direct proportion to their commitment to excellence regardless of their chosen field of endeavour**Last 3 positions:**

- Legal Officer: Botswana Stock Exchange  
Admin Manager: Okavango Diamond Company  
Board Secretary: Botswana Examinations Council





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Awarding Employees

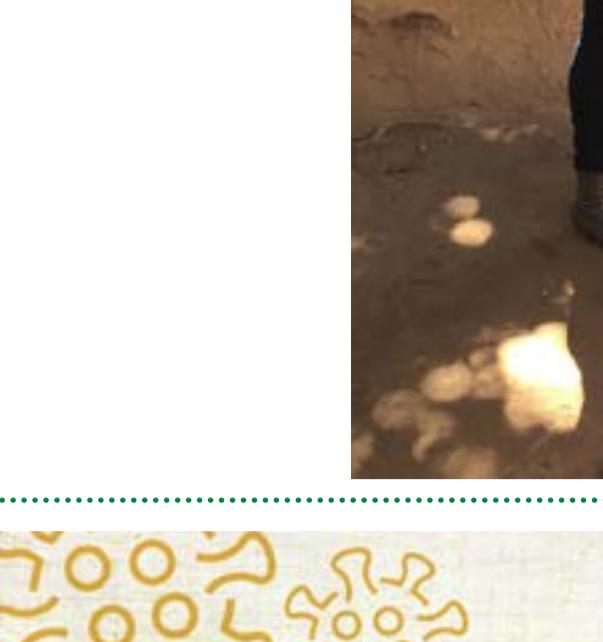
Integrity

Know Your Team

Staff Welfare

Quiz corner

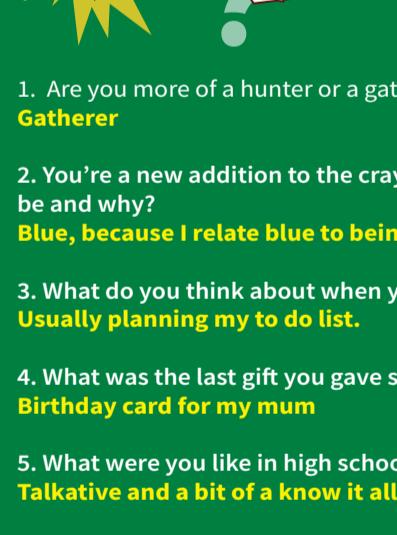
## Staff Welfare



## COVID 19 - NCOV REGULATIONS

Please note that mandatory screening and wearing of masks has started in all our premises.

Thank you for adhering to set regulatory requirements.



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### Process Mapping



### Press Conference



CEO's Engagements with Farming Community

CEO with Kgosi Mathiba at MMalope



CEO touring Mosisedi farms

Drone for quelea birds in Pandamatenga



CEO with Hon Minister of MADFS hading office equipment donation at ga Segwagwe



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From the Employees Corner

By: Isang Lekhutile

1. Are you more of a hunter or a gatherer?  
**Gatherer**

2. You're a new addition to the crayon box. What color would you be and why?  
**Blue, because I relate blue to being calm and stable.**

3. What do you think about when you're alone in your car?  
**Usually planning my to do list.**

4. What was the last gift you gave someone?  
**Birthday card for my mum**

5. What were you like in high school?  
**Talkative and a bit of a know it all.**

6.What's the last thing you watched on TV and why did you choose to watch it?  
**The Flash, catching up on the TV shows I follow over the weekend.**

7.What is the funniest thing that has happened to you recently?  
**A friend completely failing in the last round of 30 seconds (a board game) when our team was about to win, for the second time. (You had to be there to get how funny it was)**

8.Pretend you're our CEO. What three concerns about the BAMB's future keep you up at night?  
**Reputation of the firm and client relationships  
Are employees happy in the firm? (Employee satisfaction)  
Issues with current major engagements/projects**

9. What inspires you?  
**Risk takers**

10. Teach me something I don't know in the next five minutes.  
**The plastic tube at the end of a shoelace is called an aglet.**

11. What are you known for?  
**Striving to be the best at whatever I do.**

12. What's the most interesting thing about you that we wouldn't learn from your resume alone?  
**I'm an avid gamer, both video and board games.**

13. Can you name three consecutive days without using the words Wednesday, Friday, or Saturday?  
**Sunday, Monday, and Tuesday.**

14.You've been given an elephant. You can't give it away or sell it. What would you do with the elephant?  
**Enter an agreement with a zoo to rent the elephant for one of their attractions.**

15. Who would win a fight between Spiderman and Batman?  
**Batman**

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Awarding Employees

Integrity

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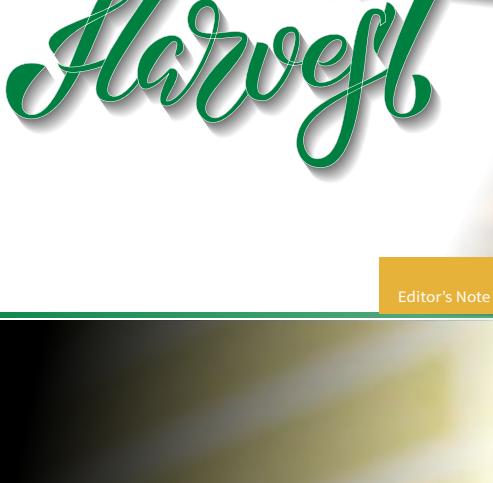
Staff Welfare

Quiz corner

Agronomy on the field

## Agronomy on the field





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## TAKING SAFETY HEALTH AND ENVIRONMENT (SHE) TO A PERSONAL LEVEL

Safety is now being adopted as a core value in Botswana Agricultural Marketing Board. The Chief Executive Officer Leonard Morakaladi and Head of Operations Bashi Ratshosa are now changing gears towards the advancement of an institutional safety culture with strong programs for personal wellness promotion and compliance with applicable environmental and health regulations.

Although Safety Health and Environment is a new cadre in BAMB, everyone is called to be a team player. Effective from the first of August 2020, everyone entering a warehouse and plant is expected to wear safety boots as part of promoting adoption of safety culture. In the following effective from 1st of September 2020 all members of staff and visitors entering warehouses and plants are expected to be compliant to personal protective clothing regulations as indicated on factories act of Botswana.

So far, Safety health and environment has launched the following management techniques and procedures.

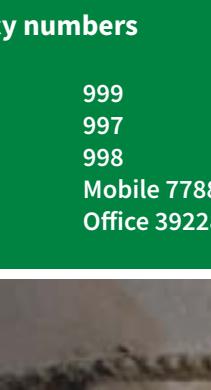
- ICT Safety Health and Environment Dashboard reporting technique
- Waste management procedure (Uploaded on intranet)
- Waste management disposal forms (uploaded on intranet)
- Fumigation safety forms (uploaded on intranet)
- Fire safety Inspection and management forms (Uploaded on intranet)
- Incident report form (Uploaded on intranet)
- Emergency preparedness booklet
- Incident management procedure (Yet to be launched)
- PPE policy (Yet to be launched)
- Drugs and related substance (Yet to be launched)

In this term BAMB is approaching safety with a top down approach as we are enforcing compliance. With this top down approach, everyone is requested to adhere to **all safety protocols** such as Covid-19 preventive measure. Unannounced SHE spot check shall be conducted in different branches and everybody is expected to be compliant.

**Remember safety begins with an individual, your safety is our priority.**

ARTICLE BY: MR L. THABENG, SHE COORDINATOR AT BOTSWANA AGRICULTURAL MARKETING BOARD

Spill the beans without getting into a sticky situation  
Report any incidents of fraud, corruption or unethical behaviour to KPMG FairCall  
0800 600 928



## Security Tips

### Home and office

Test the intruder alarm regularly, this is to confirm if it registers at the control room of the security provider and it helps you to gauge the response in case of an incident. You also must know your neighbours, let them know that you have travelled and when are you expected back home. Don't leave outside lights on during the day, it's a confirmation that there is no one at the house, install day/night light bulbs.

### Car Jamming

This is a very common act of criminality that happens mostly at the shopping centres and other public areas. Do check if the car is locked by physically trying on the car door. Also make sure the car windows are closed.

### Electronic Equipment

There has been increased reports from the Police of people losing electronic equipment (especially laptops) from their cars. Do not leave any electronic device in the car, carry them with you as you leave the car.

### Know your surroundings

You must be aware of your surroundings all the time, when driving check if you are not being followed, if you pick any suspicious deed call the Police or drive to the closest public area like a mall.

### Large sums of cash

Be advised not to carry large sums of cash, use other methods of payments or cash transfer. This will make you less of a target. Banking must always be done and any deviations to be escalated. Branch Managers are advised to keep cash left in the branch overnight to minimum.

### Know emergency numbers

Police	999
Ambulance	997
Fire Department	998
BAMB Security	Mobile 77888884 Office 3922826

**N.B Branch Managers, Executives and staff, be on the lookout for suspicious customers, especially random walk in customers who do not necessarily buy but frequent your branches. Kindly report those to the Police Station in your respective areas and alert the BAMB Security Office. Also check if all outside lights and locks are properly working.**

T's & C's apply,



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## Introducing Pig Feed.

Visit BAMB for all your various pig feed needs.



# Health Tips



## Sorghum

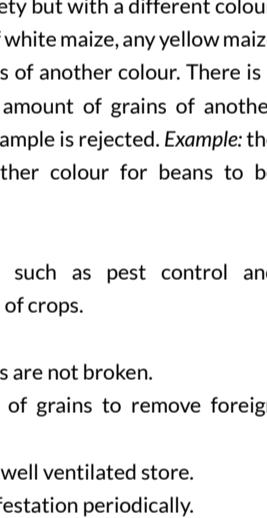
Sorghum is rich in antioxidants which help lower the risk of cancer.

Source: Journal of Agricultural & Food Chemistry



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**OPEN**  
FOR BUYING  
OF GRAINS

## GRADING OF GRAINS

### Introduction

Grain Grading Standards were developed to facilitate grain merchandising through the use of uniform tests and terms. Grades relate to a grain's end-use quality, meaning grades relate to how grain characteristics affect performance during processing (e.g. how much flour/meal is produced during milling) or the quality of the end product.

### Grading factors

Grades are assigned based on a sample's ability to meet tolerances or specifications for various grading factors. A grading factor represents the physical condition of grain. This condition can be a result of growing conditions, time of harvesting, handling procedures or storage practices. The following factors are assessed when grading grains:

#### 1. Moisture Content

This shows how dry the grains are. Moisture in grains affects grain storability as high moisture content may result in mould development, insect infestation and deterioration in quality. Therefore grains must be dry when stored to prolong its shelf life.

#### 2. Presence of storage insect pests

Pests damage grains by reducing its physical and nutritional value. The presence of live insect pests in a sample results in rejection of the grain.

#### 3. Presence of poisonous weed seeds

Poisonous weed seeds such as Datura sp. render the grain unsuitable for human consumption; as such grain with poisonous weed seeds shall be rejected.

#### 4. Foreign matter

Any matter in grain such as twigs, soil, dead insects and seeds of a different crop constitute foreign matter.

**NOTE:** Stones, coal, metals, glass are not foreign matter as these materials are not allowed in grain and a sample containing such is regarded as reject grade.

#### 5. Defective grains

Defective grains are those that are insect damaged, immature and shrivelled, discoloured and broken.

#### 6. Grains of another colour

This refers to grains of the same variety but with a different colour. An example when grading a sample of white maize, any yellow maize in that sample is referred to as grains of another colour. There is a specification for each crop for the amount of grains of another colour in a sample, above which the sample is rejected. Example: the acceptance level for grains of another colour for beans to be classified as Grade 1 is 10%.

#### 7. Preparing grains for sale

a) Practise good management such as pest control and weeding during active growth of crops.

b) Harvest grain when it is dry.

c) When threshing, ensure grains are not broken.

d) Ensure complete winnowing of grains to remove foreign matter.

e) Store grain in a clean, dry and well ventilated store.

f) Inspect the store for insect infestation periodically.

We Deliver

We deliver to designated collection ports.

Contact us on 395 1341 for more information.

Ts & Cs apply.



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**Call & Collect**

Call your nearest BAMB branch to place an order and collect it.



395 1341

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