

EMPLOYEE HANDBOOK FOR SOUTH AFRICAN EMPLOYEES



Traxtudio Consult
(Pty) Ltd



Traxtudio Media
(Pty) Ltd



Traxtudio Records
(Pty) Ltd



Traxtudio
Recording Studio
Group



Traxtudio Music
Publishing



Traxtudio Film
Symphony
Orchestra



Traxtudio
Worldwide
Distribution



Traxtudio Acoustic
Engineering and
Consulting



Traxtudio Production
Music Library



Traxtudio Training



Traxtudio
Interactive & Audio
Architects



DEDICATED TO THE FAMILIES OF ALL TRAXTUDIO EMPLOYEES.

THANK YOU FOR HELPING US MAKE SUCH A GREAT PLACE.

© 2016 Traxtudio International Holdings. All Rights Reserved. Printed in the Republic of South Africa.

This handbook does not constitute an employment contract or binding policy and is subject to change at any time. Either Traxtudio or an employee can terminate the employment relationship at any time with or without cause, with or without notice. Employment at Traxtudio is at-will, and nothing in this handbook will change that status.

First Edition: May 2015

***TRAXTUDIO HOLDINGS INTERNATIONAL
CAPE TOWN, REPUBLIC OF SOUTH AFRICA
www.traxtudio.co.za | www.traxtudio.com***

Designed by Traxtudio Holdings International

TABLE OF CONTENTS

Introduction	5
Statement of Philosophy	5
Who we are	7
Vision	8
Mission	8
Scope	8
Employment	8
<i>Employment Equity</i>	8
<i>Recruitment and Selection</i>	8
<i>Nepotism</i>	9
<i>Orientation</i>	9
<i>Employee Classifications</i>	9
<i>Employee duties</i>	9
<i>Personnel File</i>	9
<i>Probation</i>	9
<i>Annual Salary</i>	10
<i>Performance Appraisals</i>	10
<i>Professionalism</i>	10
<i>Discipline</i>	10
<i>Hours of Work</i>	11

<i>Statutory Holidays</i>	11
<i>Overtime</i>	11

Departure 11

<i>Termination for Cause</i>	11
<i>Termination without Cause</i>	12
<i>Resignation</i>	12
<i>Lay-off</i>	12
<i>Employer Property</i>	12

Time Away From Work 12

<i>Vacation Time and Vacation Pay</i>	12
<i>Sick Leave</i>	13
<i>Compassionate Leave</i>	13
<i>Disability Leave</i>	13
<i>Maternity / Parental / Adoptive Leave</i>	13
<i>Unpaid Leave</i>	14

Benefits 14

Professional Development 14

Confidential Information and Intellectual Property 14

<i>Confidential Information</i>	14
<i>Intellectual Property</i>	14
<i>IT Information Storage and Security</i>	14

Health and Safety 15

Air Quality 15

<i>Smoke Free Environment</i>	15
-------------------------------	----

Harassment	15
Workplace Violence	15
Dispute Resolution	16

INTRODUCTION

This employee handbook is a summary of policies, procedures and practices related to human resource management at Traxtudio Holdings International in South Africa.

Page | 5

The Managing Director is accountable for leading an effective staff team and is thereby accountable for the development and implementation of the policies outlined in this manual. Managers are responsible for human resource management within their own staff teams and should reference this manual to ensure organizational consistency in the application of these practices.

The Managing Director is responsible for the maintaining the procedures and systems which support human resource management for the organization and is available to answer any questions or provide clarification on any content of this manual.

Traxtudio Holdings International's benefits package is coordinated through the Chief Financial Officer (CFO). Questions regarding the benefits package may be directed to the latter.

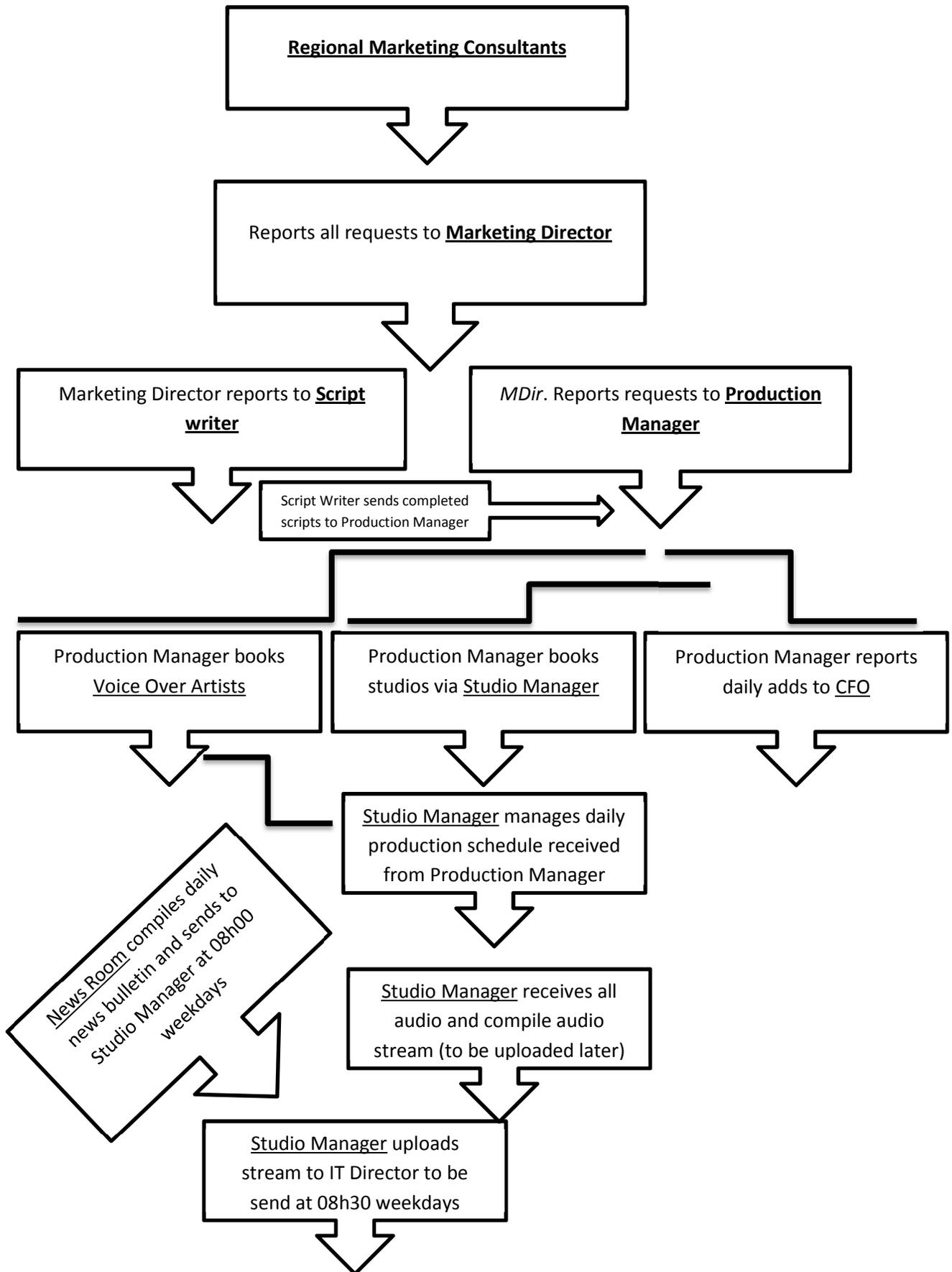
STATEMENT OF PHILOSOPHY

Traxtudio Holdings International wishes to maintain a work environment that fosters personal and professional growth for all employees. Maintaining such an environment is the responsibility of every staff person. Because of their role, managers have the additional responsibility to lead in a manner which fosters an environment of respect for each person.

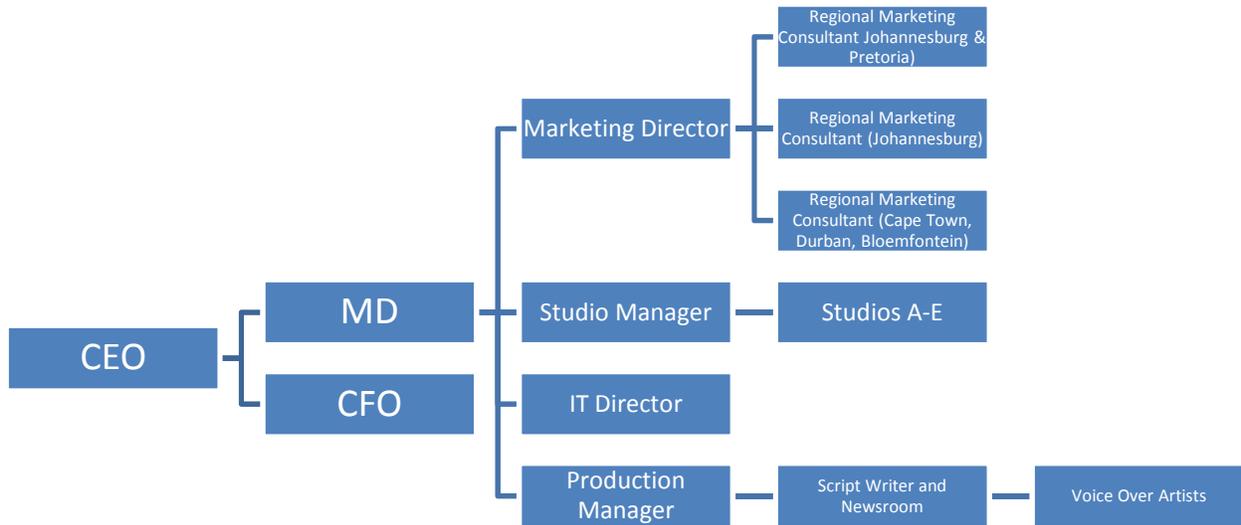
It is the responsibility of all staff to:

- Foster cooperation and communication among each other
- Treat each other in a fair manner, with dignity and respect
- Promote harmony and teamwork in all relationships
- Strive for mutual understanding of standards for performance expectations, and communicate routinely to reinforce that understanding
- Encourage and consider opinions of other employees or members, and invite their participation in decisions that affect their work and their careers
- Encourage growth and development of employees by helping them achieve their personal goals at Traxtudio Holdings International and beyond
- Seek to avoid workplace conflict, and if it occurs, respond fairly and quickly to provide the means to resolve it
- Administer all policies equitably and fairly, recognizing that jobs are different but each is important; that individual performance should be recognized and measured against predetermined standards; and that each employee has the right to fair treatment
- Recognize that employees in their personal lives may experience crisis and show compassion and understanding

This is a diagram to explain the production line in the company:

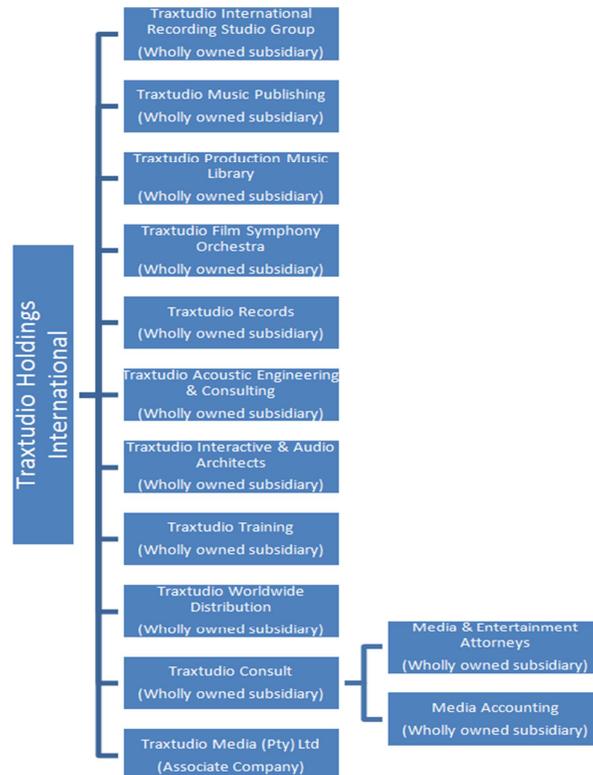


This is a diagram to explain the management line South Africa:



WHO WE ARE

Traxtudio Holdings International is an international media group consisting of eleven wholly owned subsidiary and/or associate companies, operational in South Africa, Namibia, Australia and Europe (in Austria, Belgium, Germany and The Netherlands).



For information about the company, visit <http://www.traxtudio.co.za/about-us.html> For information about directors of the company, see Annexure A (p.17.).

Vision

Page | 8

Traxtudio Holdings International aims to stay a major networking facilitator in the entertainment and corporate media industry in Africa, Australia and Europe (expanding to other parts of the world), providing a professional atmosphere for artists and corporate clients to record a high quality product in order to fulfill their end user's desire for their product. Through partnerships with musicians, record labels and other major role-players in the entertainment and corporate industry and media, Traxtudio Holdings International can be a provider for all recording needs becoming home to both local and major international acts and corporate clients.

Mission

To enable artists, corporate clients and innovators to fulfill their recording, multimedia designing, sound-designing, audio branding and music publishing needs in a comfortable, yet professional atmosphere efficiently and cost effectively in order to achieve a superior product of the highest professional quality. Traxtudio Holdings International also wishes to build a strong long-term relationship with clients in order to be able to facilitate a networking community for our clients to build on each other's' successes, and to capitalize on the growing (entertainment) market on the continent of Africa, in Australia, Europe (and the rest of the world), through uniqueness and the ability of customization for each project.

EMPLOYMENT AT TRAXTUDIO HOLDINGS INTERNATIONAL

Employment Equity

Traxtudio Holdings International is an equal opportunity employer and employs personnel without regard to race, ancestry, place of origin, colour, ethnic origin, language, citizenship, creed, religion, gender, sexual orientation, age, marital status, physical handicap or financial ability.

Recruitment and Selection

All employment opportunities at Traxtudio Holdings International are posted for a minimum 10 working day period. They are posted on Traxtudio Holdings International's website and on the websites of affiliated organizations. Occasionally, they are posted on employment websites or with an employment agency. Applications are encouraged from current employees but will be screened in the same manner as applications received from outside applicants.

Applicants are invited to submit their application, along with a current résumé, demonstrating that they meet the minimum criteria for the position being sought. At the closing date, all applications are screened, and candidates selected for interview are

contacted. If the interview is positive, references will be contacted. Depending on the feedback provided, a position may be offered to the applicant.

Nepotism

No candidate shall be hired for a position where they may report to, or supervise a member of their immediate family. Immediate family is defined as: parent(s), step parent(s), foster parent(s), sibling(s), grandparent(s), spouse {including common law a/o same sex partner}, step child(ren) or ward of the staff member, father-in-law or mother-in-law (including parent of same sex partner). Personal relationships with other employees or members of the Traxtudio Holdings International's Board of Directors or Committees of Traxtudio Holdings International should be disclosed prior to accepting any offer from the employer. Failure to disclose this information would be considered contradictory to the Code of Ethics policy (Appendix A).

Orientation

All new employees to Traxtudio Holdings International shall receive an orientation session which will encompass an overview of general policies, procedures and operations. This will also provide employees, new to either a position or Traxtudio Holdings International, an opportunity to learn the performance expectations management has with regard to the position in question. They will be given a copy of this Employee Handbook and will be expected to learn its contents. They will also make aware of policies such as, Code of Ethics, and asked to sign off on their adherence to same.

Employee Classifications

Each position at Traxtudio Holdings International shall be classified as either Administrative or Management in nature, as determined by the Managing Director and/or CEO. This decision will be based on the duties assigned and qualifications required for each position. It should be noted that Management positions are not covered by the Hours of Work and Overtime provisions of the Employment Standards Act.

Employee Duties

Attached to an Offer of Employment, is a description of the job and the associated responsibilities, along with any additional tasks possibly required. This document will be used to evaluate performance both during the probation period and after. If an employee is unsure of its contents, they should not hesitate to ask for clarification.

From time to time, it may be necessary to amend an employee's job description. These amendments will be discussed with the employee in advance however; the final decision on implementation will be made by management.

Personnel File

Traxtudio Holdings International does collect personal information for inclusion in personnel files. This information is available to the employee, the CEO, MD and the CFO. This information is kept in a secure location, and is not shared with other employees. Information which is contained in an employee's personnel file includes the following: résumé, letter of offer, performance reviews, amendments to job descriptions, disciplinary notices, tax forms, copies of enrolment forms for benefits and approved leave requests.

Probation

The first six (6) months of employment are probationary. During this time both parties may assess suitability for employment with the Employer. This also provides management an opportunity to assess skill levels and address areas of potential concern. During the first

ninety (90) days of the probationary period, employment may be terminated by either party for any reason whatsoever, with or without cause, and without notice or payment in lieu of notice. Upon satisfaction of the requirements under the labour law as amended, the Employer shall have satisfied any and all obligations to the employee, whether under the labour law, as amended, or at common law. At the completion of the probation period, the employee and employer shall meet and review progress to date. At this time one of three things will occur:

- i. Probation will end
- ii. Probation may be extended for an additional six months
- iii. Employment will end

Annual Salary

Salaries shall be determined by the CEO, based on budget considerations and commensurate with the experience of the successful candidate. The organization shall pay employees on a monthly basis, less the usual and necessary statutory and other deductions payable in accordance with the Employer's standard payroll practices. These payroll practices may be changed from time to time at the Employer's sole discretion. Currently, payday occurs on the 25th of every calendar month.

Performance Appraisals

The performance review document will be a living document for each employee. Each employee will be responsible for developing their respective work plan for the year. This plan will be reviewed by Management and amended as necessary. At the time of the performance appraisal, the employer and employee will review the objectives and the results achieved. Throughout the year, the employee and employer may refer to this document to track progress made toward objectives, highlight areas of concern and indicate challenges identified along the way.

Performance reviews, for all employees, will occur near the end of November, and annually thereafter. Employees should prepare for this meeting by preparing a draft work plan for the coming year. This meeting is to review successes and challenges from the preceding year, and to establish the objectives for the coming year. This would also be the opportunity for either party to identify and recommend professional development opportunities which may assist the employee in their day to day work or to grow within the organization. Once complete, both parties shall sign off on the final document and it shall be added to the employee's personnel file.

Professionalism

When representing Traxtudio Holdings International, staff should dress and behave appropriately. Employees should choose to dress in a manner which presents a professional image to the public and is respectful of others. Excessive use of profanity is neither professional nor respectful to co-workers and will not be tolerated.

Discipline

Discipline at [Traxtudio Holdings International shall be progressive, depending on the nature of the problem. Its purpose is to identify unsatisfactory performance and / or unacceptable behaviour. The stages may be:

- i. Verbal reprimand
- ii. Written reprimand
- iii. Dismissal

Some circumstances may be serious enough that all three steps are not used. Some examples of these types of situations are theft, assault or wilful neglect of duty. In all cases, documentation should be included in the employees personnel file.

Hours of Work

Page | 11

The regular office hours for Traxtudio Holdings International are 8:00 a.m. to 5:00 p.m. Monday through Friday inclusive (excluding holidays), with core operational hours being 8 a.m. to 5:00 p.m. During core hours, it is expected that most staff will be available. All employees are expected to work 9 hours per day, which include those hours indicated as core, exclusive of a paid eating break of at least thirty (30) minutes at 1:00 p.m. to 1:30 p.m. Employees may also be expected to work such other hours as may be requested or required, from time to time. Employees hired on a part time basis will have schedules determined on a case by case basis.

Employees are required to notify their manager and the MD, in advance, of planned days away from the office. Unplanned absences from the office should be reported to the employee's manager or MD as soon as could reasonably be expected. At the discretion of the MD and/or CEO, depending on circumstances, employees may be allowed to work from home for specific periods of time. As a courtesy, the Administrative Assistant should also be notified of absences.

Statutory Holidays

The Republic of South Africa has 12 public holidays for which staff will be paid. They are:

New Year's Day	Human Right's Day
Good Friday	Family Day
Freedom Day	Worker's Day
Youth Day	National Woman's Day
Heritage Day	Day of Reconciliation
Christmas Day	Day of Goodwill

In the spirit of family, the CEO reserves the right to close the office between Christmas and New Year's to enable employees to spend time with their families. This will be reviewed annually and will depend on operational requirements. These non-statutory days will have no impact on employee vacation or lieu time.

Overtime

All overtime must be authorized by the Managing Director in advance of being worked. After forty-five (45) hours worked in a week, employees shall calculate overtime pay at the rate of time and one-half (1.5) the regular non-overtime rate of pay.

Business travel for conferences, meetings, etc, which cause an employee to depart or arrive home on a non-work day does not constitute overtime. If travel is part of the employee's job, or could be reasonably expected to occur in the course of performing one's duties, it is merely an inconvenience. Some travel, which may be exceptional to the employee's normal duties, may qualify as overtime at the discretion of the CEO.

DEPARTURE

Termination for Cause

An Employment Contract may be terminated by the Employer at any time for cause, without notice or payment in lieu of notice or severance pay whatsoever, except payment of outstanding wages, overtime and vacation pay to the date of termination. Cause includes,

but is not limited to, any act of dishonesty, conflict of interest, breach of confidentiality, harassment, insubordination, or careless, negligent or documented poor work performance.

Termination without Cause

Page | 12

An Employment Contract may be terminated by the Employer at any time and for any reason on a without cause basis, upon the provision of notice or payment of notice instead, and severance pay if applicable, as is minimally required by the Section 41, of the *Basic Conditions of Employment Act*, as amended from time to time. In addition to notice, and pursuant to Section 38, of the *Basic Conditions of Employment Act*, the employee shall be entitled to an additional one (1) weeks' notice or payment in lieu of notice for every year of completed service (severance pay) with the Employer to a maximum of sixteen (16) weeks' notice. The notice as described in this paragraph is inclusive of all statutory and common law entitlements to notice or payment in lieu of notice. Upon satisfaction of the requirements under this paragraph, the Employer shall have satisfied any and all obligations to the employee, whether under *the Basic Conditions of Employment Act*, as amended, or at common law. The notice requirement contained in this clause constitutes a material inducement to the Employer to enter this agreement.

Resignation

After completion of the first ninety (90) days of the probationary period, employees must give the Employer two (2) weeks' notice of resignation. The Employer may waive the resignation notice period in whole or in part at any time by providing payment of regular wages for the period so waived.

Layoff

Operation requirements are subject to change based on workload and the funding levels received on an annual basis. All efforts will be made to keep staff in a position similar, in scope and salary, to that they have become accustomed to. If the organization is unable to do this, then employees will receive one (1) week notice for each year of service, as required by the *of the Basic Conditions of Employment Act*. For employees who have a minimum of six years of service, this amount will be augmented by one (1) week of severance pay (or equivalent notice) for each year of service.

Employer Property

Upon termination of employment for any reason, all items of any kind created or used pursuant to the employee's service or furnished by the Employer including but not limited to computers, reports, files, diskettes, manuals, literature, confidential information, or other materials shall remain and be considered the exclusive property of the Employer at all times, and shall be surrendered to the Managing Director, in good condition, promptly and without being requested to do so.

TIME AWAY FROM WORK

Vacation/Leave Time and Vacation Pay

Vacation/Leave will accumulate on the basis of 1.25 days per month to a maximum of fifteen (15) days per calendar year. No leave will be paid out under no circumstance.

As vacation is designed to give employees a chance to rest and rejuvenate, therefore taking vacation is encouraged by the employer. For this reason, employees are not allowed to carry any leave over to the next calendar year.

According to Basic Guide of Annual Leave of the Department of Labour of SA, both the employer and employee should **agree** to the timing of leave. If they cannot agree, the **employer** makes the **final decision**.

Sick Leave

Employees will be entitled to twelve (12) days of sick leave per calendar year accumulated on the basis of 1 day per month. No sick leave may be carried forward to the next calendar year. Moreover sick leave will not be paid out upon resignation, retirement, or termination of employment for any reason.

Sick leave can be used for personal illness and employee must present the Managing Director with a written doctor's letter on day of return to the office. When an employee do not present the MD on the day of return to the office with a formal sick leave note from a medical doctor, the MD will deduct the amount of days away from the office, from the employee's yearly leave or it will be regarded as unpaid leave.

Compassionate Leave

Traxtudio Holdings International will grant up to three (3) working days per event on the occasion of a death in the staff member's immediate family. Immediate family is defined as: parent(s), sibling(s), grandparent(s), spouse (including common law a/o same sex partner), child(ren), father-in-law or mother-in-law (including parent of same sex partner).

Additional compassionate leave may be granted at the discretion of the Managing Director for reasons not covered elsewhere in this manual. These requests should be discussed in person with the MD and followed by a written submission.

Disability Leave

Currently, Traxtudio Holdings International's benefit package does not provide for Short or long term, or permanent Disability. Applications must be done at the applicable department of the government (SA) for UIF by employee.

Maternity, Parental and Adoptive Leave

Maternity/Parental/Adoptive

The full period of the leave is granted without pay at discretion of the MD. Traxtudio Holdings International will issue a Record of Employment on commencement of leave which allows the employees to make claim for Employment Insurance Benefits. When the employee returns to work, employment is guaranteed in a similar position at the same salary level. During the full period of leave, vacation and sick leave shall not continue to accumulate.

Unpaid Leave

Employees may take unpaid leave with the written consent of the Managing Director. During the full period of leave, vacation and sick leave shall not continue to accumulate. Every attempt will be made to return employees to a position of equal responsibility on return from leave status, however, no guarantees exists that the exact position left will be available on return.

BENEFITS

Medical Aid, Life Insurance and Pension Funds

Traxtudio Holdings International does not provide any benefits.

PROFESSIONAL DEVELOPMENT

At the discretion of the CEO and or Managing Director, employees may be able to attend conferences, courses, seminars and meetings, identified through annual work plans and performance reviews, which may be beneficial to the employee's professional development. If these opportunities are directly related to the employee's position, or are suggested by the MD, then Traxtudio Holdings International will cover the cost of registration, course materials and some travel expenses.

If Traxtudio Holdings International has agreed to pay for a course the fees will be paid on evidence of successful completion. If Traxtudio Holdings International sponsors a course (or courses) and the employee departs Traxtudio Holdings International within a year of completion, the course fees will become repayable in full.

CONFIDENTIAL INFORMATION AND INTELLECTUAL PROPERTY

Confidential Information

From time to time, employees of Traxtudio Holdings International may come into contact with confidential information, including but not limited to information about Traxtudio Holdings International's members, suppliers, finances and business plans. Employees are required to keep any such matters that may be disclosed to them or learned by them confidential.

Furthermore, any such confidential information, obtained through employment with Traxtudio Holdings International, must not be used by an employee for personal gain or to further an outside enterprise.

Intellectual Property

Any intellectual property, such as trademarks, copyrights and patents, and any work created by an employee in the course of employment at Traxtudio Holdings International shall be the property of Traxtudio Holdings International and the employee is deemed to have waived all rights in favour of Traxtudio Holdings International. Work, for the purpose of this policy refers to written, creative or media work. All source material used in presentation or written documents must be acknowledged.

IT Information Storage and Security

Any storage devices used by employees at Traxtudio Holdings International, located at Traxtudio Holdings International's address, acknowledge that these devices and their

contents are the property of Traxtudio Holdings International. Furthermore, it should be understood by employees, that company equipment should be used for company business only during normal working hours. Downloading of personal materials on company equipment can be harmful to said equipment and should not be done.

HEALTH AND SAFETY

Traxtudio Holdings International, along with its employees, must take reasonable precautions to ensure that the workplace is safe. The organization complies with all requirements for creating a healthy and safe workplace in accordance with the Occupational Health and Safety Act.

Employees who have health and safety concerns or identify potential hazards should contact the Managing Director.

Alcohol consumption or illegal drug use is not permitted during work hours on the premises. From time to time, with the MD's permission, alcohol may be used to celebrate an occasion/event.

AIR QUALITY

Indoor air quality can lead to many health issues. Traxtudio Holdings International recognizes this and attempts to minimize the risks associated with indoor air quality and the effects on its employees. Issues pertaining to air quality should be reported to the Manager, Finance and Administration.

Smoke Free Environment

The offices of Traxtudio Holdings International are a smoke free environment.

HARASSMENT

Traxtudio Holdings International wants to provide a harassment-free environment for its employees and volunteers. Mutual respect, along with cooperation and understanding, must be the basis of interaction between members and staff. Traxtudio Holdings International will neither tolerate nor condone behaviour that is likely to undermine the dignity or self-esteem of an individual, or create an intimidating, hostile or offensive environment.

There are several forms of harassment but all can be defined as any unwelcome action by any person, whether verbal or physical, on a single or repeated basis, which humiliates insults or degrades. "Unwelcome", for the purposes of this policy, refers to any action which the harasser knows or ought to reasonably know is not desired by the victim of the harassment.

Specifically, racial harassment is defined as any unwelcome comments, racist statements, slurs, jokes, graffiti or literature or pictures and posters which may intentionally or unintentionally offend another person.

Sexual harassment is any unwanted attention of a sexual nature such as remarks about appearance or personal life, offensive written or visual actions like graffiti or degrading pictures, physical contact of any kind, or sexual demands.

WORKPLACE VIOLENCE

Workplace violence can be defined as a threat or an act of aggression resulting in physical or psychological damage, pain or injury to a worker, which arises during the course of work. Further to the definition of violence, is the definition of abuse. Abuse can be verbal, psychological or sexual in nature. Verbal abuse is the use of unwelcome, embarrassing, offensive, threatening or degrading comments. Psychological abuse is an act which provokes fear or diminishes a person's dignity or self-esteem. Finally, sexual abuse is any unwelcome verbal or physical advance or sexually explicit statement.

Traxtudio Holdings International has a zero tolerance limit with regards to harassment and violence. Employees or volunteers engaging in either harassing or violent activities will be subject to discipline, which may include termination of employment, removal from Boards or committees and possibly criminal charges.

DISPUTE RESOLUTION

Regrettably, conflict can occur in any working environment. In an effort to resolve conflict in an expedient, yet fair manner, Traxtudio Holdings International recommends the following process for conflict or dispute resolution.

- Speak to the person you are having the dispute with. Many times disputes arise due to misunderstandings and miscommunications.
- If speaking to the individual does not work, speak to the Managing Director. The MD will arrange a meeting between those involved in the dispute, to determine a resolution.
- If the MD is unable to resolve a workplace dispute, the parties may be referred to mediation by an outside third party. The resolution of the mediator is binding on both parties of the dispute.



Annexure A: OUR PEOPLE AND CONTACT DETAILS

Directors and Management (South Africa and abroad):

C.E.O.

Riaan Steyn

riaan@traxtudio.co.za

riaan@traxtudio.com

Traxtudio Holdings International started off in the bedroom of Riaan Steyn in 1994. He is still the CEO of the global group today. Riaan is an internationally-acclaimed (classical) pianist, organist, orchestrator, arranger, producer and composer with many international music awards behind his name and has worked on more than 500 albums up to date.

Riaan is also a highly-acclaimed hymnologist and obtained a Bachelor's and Master's Degree, as well as Licentiate (Cum Laude), from the University of Stellenbosch and is busy with a Doctorate (PhD) at the same institution.

Chairman of the Board

Dr Musa Shezi

musa.shezi@traxtudio.com

Dr. Musa Shezi has been Managing Director of Via Afrika Limited, a division of Naspers Limited since April 2005. Dr. Shezi serves as Vice President of the South African Institute of Race Relations. He joined Naspers group in 2000 and served as its Managing Director and Chief Executive Officer of National Education Group (NEG). He started his career as a Teacher in 1983 in KwaZulu-Natal, subsequently becoming headmaster and served as Executive president of KwaZulu-Natal National Teachers' Union. Dr. Shezi joined NATU (Natal African Teacher Union) as the Union's Chief Negotiator and later served as Executive President and Chief Accounting Officer of the Union.

Dr Musa Shezi held the following top positions previously and is currently the Chairman of the Board of Traxtudio Holdings International.

- Director - NB Publishers
- Managing Director (2005) – Nasou Via Afrika Publishers
- Director (2003) – Lux Verbi BM
- Chairman (2003) – Alibiprops 12 (Pty) Ltd
- Director (2002) – National Education Group North Ltd
- Director (2002) – Classroom Books Ltd
- Trustee (2001) – Old Mutual Unclaimed Shares Trust
- Director (2000) – Nasou Via Afrika Publishers
- Chairman (2000)- Collegium (Pty) Ltd (Botswana)
- Chairman (2000) – Afrbooks Ltd
- Director (2000) – Emthonieni Education (Pty) Ltd
- Director (2000) – Ilanga Books (Pty) Ltd
- Vice President (1998) – South African Institute of Race Relations
- Managing Director (1997) – Afrinacol
- Director (1996) – Uthungulu Investments Holdings
- President (1998-2000) – National Professional Teachers' Organization of South Africa
- Fed Board Member (1996-2000) – African Continental Body of Teachers
- President (1996-2000) – Natal African Teachers Union
- Principal (1995-2000) – Muziwengqondo High School
- Vice- President (1991-1998) – National Professional Teachers' Organization of South Africa

M.D. (South Africa)

Dr Ifriky Sokeng Tadadjeu

ifriky@traxtudio.co.za

Academic Background

Ifriky Tadadjeu obtained a BSc in Physics with a minor in Computer Science from the University of Buea, in Cameroon. He then obtained a BTech and MTech in Electrical Engineering from the Cape Peninsula University of Technology, and a MSc in Electrical and Electronics engineering from Ecole superieure d'Ingenieurs en Electrotechnique et Electronique/French South African Institute of Technology (F'SATI), France. In 2011, he represented his institution at the MIC1 competition where his team (made up of students from CPUT and the Stellenbosch University) was semi-finalist. In 2012, he assisted in the coaching of the CPUT teams for the MIC2 competition. One of the 3 teams competing that year won the Business category of MIC2. In 2013 he was approached by Heliocentric ZA to consult on their Single Event effects Testing procedures. Still in 2013 he became National Point of Contact for Cameroon in the Space Generation Advisory Council (SGAC).

He was also the UNISEC student representative for Southern Africa, and attended the 1st UNISEC-Global meeting in Tokyo, Japan. He pioneered the nano3 initiative, which he initiated in order to promote innovation in nano-science and nano-technology applicable to nano-satellite platforms. This initiative brings together CPUT/F'SATI, the University of South Africa (UNISA), and iThemba LABS-National Research Foundation of South Africa. In 2015 he completed a doctorate degree in the F'SATI Space program.

His research focuses on the effects of low energy space radiation on high density semiconductor devices, and on the space applicability of new technologies.

C.F.O.

Jacques le Roux (Professional Accountant SA)

jacques@traxtudio.co.za

Petrus Jacobus le Roux, matriculated at Tygerberg High School in 2000, completed Accounting Diploma in 2003 at Northlink College, Completed BTech Cost and Management Accounting degree in 2004 at Cape Peninsula University of Technology (previously Cape Tech); completed articles at C2M Chartered Accountants Inc. in 2007 and Qualified as a Professional Account in 2008. From 2008 – 2011 le Roux was manager of the small business department at C2M Chartered Accountants Inc. From Nov 2011 Jacques was the Financial Manager at Bergflora Cape Town and qualified as an Independent Reviewer in 2013.

Legal Director:

Janlo Fourie LLB (Senior Associate)

janlo.fourie@traxtudio.com

Marketing Director:

Etienne Smit

etienne@traxtudio.co.za

Etienne Smit recently sold his real estate company, Burgun Real Estate. As managing director of Burgun he grew the company's portfolio ten-fold during his 6-year tenure and then sold it as a very profitable going concern to one of the large real estate groups in South Africa. Before that he was involved in the managing of a retail store for the Impact Christian Media Group's, but he also took responsibility of the shop-front designs of all Impact stores. He started off his career in sales and marketing as the chief décor coordinator for the Rochester Furnishers Group, overseeing shop-front designs and store layouts of 7 stores. Part of his portfolio for Rochester also included project managing the design and setup of the Rand Show and Pretoria show expo's every year. He also partnered with set-designer of the popular South African soap opera, Egoli - Place of Gold, to setup a specific scene on the set, sponsored by the Rochester Group.

Etienne Smit's success is based on his can-do attitude and the core of his life-philosophy: It's all about relationship. As Marketing Director for Traxtudio Holdings International, his vision is to help build an organisation that is founded on long-term strategic relationships with each and every client.

M.D. (Australia):

Esme Bredenhann

australia@traxtudio.com

M.D. (Namibia):

Dewald du Plessis

dewald@traxtudio.co.za

M.D. (Europe):

Jolle Schrale/San Mere Bester

europe@traxtudio.com

Sam Bester is the National Director and Performance Coach for The World Championships of Performing Arts for The United Kingdom, The Netherlands, Belgium, Germany, UAE and Austria. Sam has been involved in Performing Arts all her life and the World Championships have always been a fundamental part of it; Already winning first place for Musical/Broadway at the age of 13 in South Africa and being the youngest winner ever of the Tommy Hillfiger songwriter's competition which landed her to sing on South Africa's number one radio station – She was 13 year's old then. Bester attended the La Musique Performing Arts School in South Africa and has studied Applied Business Science, English, Law and I'm a qualified coach. "I look forward to many more years in the performing arts and music industry!"

Marketing Director- International Clientele: Yolanda Y'awa

yolanda@traxtudio.co.za

Yolanda Y'awa has been involved in a fast variety of sectors in the corporate, corporate media and entertainment industries. From an award-winning fashion designer, singer and event-organizer to a digital specialist for Amazon.com and a string of TV and worldwide performances – Yolanda is surely the best in her field. She is currently Traxtudio Holdings International's Marketing Director – International Clientele.

Editor-in-Chief: Traxtudio Digital Media Louis van den Berg

louis.vandenberg@traxtudio.com

Louis is editor-in-chief of Traxtudio Holdings International's online magazine, **TraxTempo**, as well as our online radio station, **TraxRadio**.

Louis van den Berg's music industry career started in 1998 when he started working in a CD shop as a shop assistant. He went on to become the Afrikaans music buyer and assistant manager.

In 2001 Louis started working for the biggest Afrikaans record label (Select Music) as a sales representative. Here he travelled the Western Cape to present and sell all the new releases from Select Music to all the music retailers including Musica, Look&Listen etc.

In 2006 he was asked to join the team at the Select head office to handle special projects and compilation CD's. Here he started the Huisgenoot Top-20 range of CDs & DVDs and also managed the production of the Huisgenoot Skouspel CDs & DVDs, amongst many other new compilation CDs he released. During this time he also ran a small budget label, as well as the Children and Gospel division.

In 2009 Select decided to expand their publishing company and needed a music publisher to manage this. Louis was then chosen to fulfill this role as Music Publisher. Here he signed up new songwriters to the Select Music Publishing roster and he facilitated and managed their songwriting royalty income as well as promoting their songs wherever possible.

In the beginning of 2013, Louis decided to leave the music business and started a Comedy company where he promotes local comedians.

However, once the music industry is in your blood, you can't escape it, so he decided to join the Traxtudio team.

Director: Traxtudio Records Esra Overberg

esra@traxtudio.co.za

Director: Traxtudio Acoustic Engineering Bendery Mostert

bendery@traxtudio.co.za

Andrias Benjamin Bendery Mostert is a Professional Senior Architectural Technologist and cofounder of Studio ABM.

In Bendery's short Professional career he has assisted and completed projects from a variety of sectors within the Architectural field such as:

Municipal: Main-stations / Sub-stations / Electrical depots

Residential: 50 unit Apartment complex / High-range Residential / Mid-range residential

Educational: University lecture hall complex

