SAMPLE TEMPLATE — NOT A CLIENT REPORT

Every figure in this document is illustrative and relates to **Example Manufacturing (Pty) Ltd**, an employer that does not exist. It is published so a prospective client can see the shape of what arrives at month twelve, and what EXMED will and will not claim in it. No EXMED client's data appears here.

Annual board report — Thabo ea Mosebetsi™

Example Manufacturing (Pty) Ltd · 420 employees, two sites · Programme year 1 · Tsoelo-pele package
Prepared by EXMED Health and Wellness Consultancy · Reporting floor: ten respondents per cut

1. Delivered against contracted

COMMITMENT	CONTRACTED	DELIVERED	STATUS
On-site sessions, repeated per shift	24	22	Two deferred at employer request during the September order peak; rescheduled into year 2
Monthly campaigns, Sesotho and English	12	12	Complete
Policies drafted and consulted	4	4	HIV and AIDS, OSH, substance use, harassment and GBV
Manager workshops	2	2	31 of 38 supervisors attended
Wellness days	2	2	Complete
Quarterly dashboards	4	4	Complete

2. Reach and participation

INDICATOR	BASELINE	YEAR END	MOVEMENT
Attended at least one session	—	71%	First year of measurement
Campaign recall (named theme and one action)	—	44%	Night shift 29%, materially below day shift
Champion retention	11 trained	8 active	Three lost to resignation; replacements trained in Q4

Night-shift recall is the clearest weakness in year 1 and is addressed in the year 2 recommendation.

3. Confidential support and referrals

INDICATOR	YEAR TOTAL	NOTE
Support line contacts	96	Reason categories only. No identities held by, or available to, the employer

INDICATOR	YEAR TOTAL	NOTE
Counselling pool used	58 of 70	Across 23 individuals, averaging 2.5 sessions each
Referrals to licensed providers	14	9 confirmed taken up, 3 declined, 2 not confirmed

4. Policy and statutory compliance

REQUIREMENT	POSITION AT YEAR END
Workplace HIV and AIDS policy (statutory)	Adopted, consulted, dated, consultation records held
OSH policy and management system	Adopted; committee met three times against four scheduled
Annual safety audit	Completed by licensed partner, certificate on file, in date
Medical surveillance, hazard-exposed workers	38 of 41 completed; 3 outstanding at year end

5. Your own data

INDICATOR	BASELINE YEAR	PROGRAMME YEAR	MOVEMENT
Days lost per employee	8.1	7.4	Down 0.7 days
Resignations	64	57	Down 7
Workmen's compensation claims	6	6	No change

> **What this does and does not show.** These three figures come from your payroll and HR records, not from EXMED. They moved during a year in which the programme ran — and also during a year in which you changed shift patterns in April and lost two major orders in September. EXMED does not claim the programme caused these movements, and no honest reading of a single site over a single year, with nothing to compare against, can separate the causes. What the figures establish is the direction of travel and the fact that it is now being measured at all.

6. What the re-survey found

MEASURE (SELF-REPORTED)	BASELINE	MONTH 11	MOVEMENT
Know where to go for confidential help at work	31%	78%	Up 47 points
Had blood pressure checked in the last year	22%	49%	Up 27 points
Comfortable raising a personal difficulty with a supervisor	19%	34%	Up 15 points
Money worries affect concentration at work	67%	64%	Essentially unchanged
Drinking at a level they themselves consider a problem	24%	25%	No movement

Two measures did not move. Financial stress and alcohol are the two hardest behaviours in the programme to shift, and a single year of awareness work was never likely to move either. They are named here rather than omitted.

7. What the programme cost, in full

COST LINE	YEAR 1	NOTE
EXMED programme fee	M—	Per your agreement; see your own proposal for the figure
Clinical layer, at cost	M—	Screening, surveillance, statutory audit — licensed partners, invoiced at cost
EXMED coordination fee on the clinical layer	M—	Shown separately, never buried in the partner invoice
Your internal cost	M—	Paid session time, venue, the programme owner's hours. Estimated with you, not by us

Figures are withheld in this sample because EXMED's pricing is agreed per client. In a real report every line carries a number, including your own internal cost — a board cannot judge a programme against a fee that excludes the time its own people spent on it.

8. Recommendation for year 2

- **Fix night-shift reach before adding anything.** Recall on nights is 15 points below days. Moving the second repeat of each session into the night-shift handover costs nothing and is the single highest-value change available.
- **Hold the package, do not upgrade.** The counselling pool ran at 83% and the gap is reach, not depth. Buying a larger pool would spend money on the part that is already working.
- **Bring financial wellbeing forward to Q1 and give it two months.** It is the measure that did not move and the one staff name most often.
- **Close the three outstanding medical surveillance cases** before the next audit cycle.
- **Consider dropping one wellness day.** Attendance at the second was 38% and the budget would do more inside the champion network.

> **On the last point.** Where the honest recommendation is to spend less with EXMED, the report says so. A board that only ever receives recommendations to spend more learns to discount them.