



SALUNGANO GROUP Ltd

Registration Number: 2005/006913/06

COVID-19 POLICY

Version 1: Effective 01 June 2020

PURPOSE

This policy aims to ensure and promote a safe working environment for all employees and curb the spread of the Coronavirus "COVID-19" in our workplace.

ELIGIBILITY

- This policy and procedures apply to all Employees employed by Salungano Group Ltd (the "Company"), including but not limited to contractors, subcontractors and or any individual conducting a visit or business within Salungano Group Holding Ltd.
- This policy shall remain in force for as long as the declaration of the national disaster published in Government Gazette 43096 on 15 March 2020 remains in force and will be subject to change with the introduction of additional governmental guidelines as and when required.
- The provisions of the Basic Conditions of Employment Act 75 of 1997 as amended apply to all the Company's Employees and the Employer in respect of any matter that is not covered by this document.

BACKGROUND

What is COVID 19?

- COVID-19 is a known flu-type virus known as the "Corona Virus". The virus is known to cause respiratory infections ranging from the common cold to more severe diseases such as Middle East Respiratory Syndrome and Severe Acute Respiratory Syndrome. Currently, this COVID-19 virus doesn't settle in the air and does not transmit by air, and people of all ages may be infected when they come into contact.

How does COVID-19 spread?

- COVID-19 is most likely to spread when there is close contact (1.5 metres or less) with an infected person. Likely, the risk increases as the period of exposure to an infected person lengthen. Contaminated droplets produced when an infected person coughs or sneezes are the primary means of transmission. There are two main routes by which people can spread COVID-19:
 - Infection can be spread to people who are nearby as droplets are inhaled into the lungs.
 - It is also possible that someone may become infected by touching a surface, object or the hand of an infected person who has been contaminated and then touching their mouth, nose, or eyes.

Primary symptoms of COVID-19

- The following symptoms may develop in the 14 days after exposure to someone who has COVID-19 infection:
 - Dry cough
 - Sore throat
 - Shortness of breath/ difficulty in breathing
 - Redness of eyes
 - Body aches
 - Loss of smell
 - Loss of taste
 - Nausea
 - Vomiting

- Diarrhea
- Fatigue
- Weakness
- Tiredness

The infections may cause more severe symptoms in people with weakened immune systems, older people and those with long-term underlying conditions like diabetes, cancer and chronic lung disease.

What to do if you develop symptoms?

- If an employee becomes unwell or falls sick in the workplace with symptoms such as cough, fever, difficulty breathing, the ill person should be at least 2 metres away from other people and be moved to the designated isolation area and follow measures to deal with the suspected case in the workplace as outlined in the company COP and SOP documents
- Employees should notify their line manager/supervisor and stay at home if they are sick and have been booked off by a medical practitioner.
- All employees should follow the company's code of practice, standard operating procedures and sick leave policies in such situations
- If the company suspects that an employee has been infected with COVID-19 or an employee becomes ill at work, the employer will request the employee to leave the workplace and seek medical treatment and testing immediately.
- Employees or individuals who contract COVID-19 may take one to twenty-one days to develop symptoms.
- Even if you do not have a history of travel to a COVID-19 affected region or contact with an individual
- who has contracted the illness, you must still inform your healthcare provider if you present with
- symptoms of COVID-19.

Hotline for the COVID-19 as per the Department of Health website:

**South African
COVID 19 HOTLINE
08000 29999**

If you present with symptoms of Corona Virus, please call the official COVID 19 HOTLINE before going to your doctor, pharmacist or nurse. By calling the hotline, someone will be sent to test you where you are, which will limit the spread of the virus.



Who is likely to be most vulnerable to COVID-19?

- The virus is likely to affect mostly older adults over 50 years of age, persons with compromised immune systems, and those with underlying health conditions such as blood disorders, diabetes, etc.

QUARANTINE AND WORKING FROM HOME

- If an employee has been in close contact with an individual who has since been diagnosed with COVID-19, the employee must immediately inform their managers and contact the department of health on the COVID-19 Hotline.
- Close contact means that the employee was in face-to-face communication (i.e. within 1.5 metres) or a closed space for more than 15 minutes with a person with COVID-19.

If, after informing the Department of Health, the employee is required to self-quarantine, then the following policies will apply:

- If the employee can work during this period, there is no requirement to submit a sick leave or annual leave request. However, the employee is required to report daily to their line manager.
- Should the employee become sick during this period, then the average sick leave policy will apply; if the employee's sick leave entitlement is exhausted, management will make an application for an illness benefit in terms of clause 4 of the Directive issued on 25 March 2020 on the COVID-19 Temporary Employer Relief Scheme under regulation 10(8) of the Regulations promulgated in terms of section 27(2) of the Disaster Management Act;

TRAVEL

- An employee that exhibits any signs of COVID-19 or has been exposed to a confirmed case should not travel to work.
- Where possible, employees should travel to work alone using their own vehicle or their own means of transport. Sit as far apart as the vehicle allows if there is more than one occupant.
- Social distancing is advised when travelling in vehicles to/from work; single occupancy of vehicles is preferable to avoid contact and practice distancing
- All domestic flight travel is suspended until further notice unless necessary as determined by the parties concerned. Local travel to clients will still be required but must be done in line with current protocols of low contact and high hygiene.

HYGIENE IN THE WORKPLACE

- All visitors and employees entering the offices must wash their hands or utilise a hand sanitiser on entering the premises.
- Coughs and sneezes must be covered with tissue; the tissue must be disposed of in the appropriate waste bin.
- Frequently touched objects, including workstations and surfaces, will be cleaned and disinfected using a household cleaning spray or wipe.
- Wash your hands often with soap and water for at least 40 seconds, especially after going to the bathroom, before eating and after blowing your nose, coughing, or sneezing.
- If soap and water are not readily available, an alcohol-based hand sanitiser with at least 70% alcohol must be used.
- Handshakes with any staff or clients are prohibited

MEETINGS, SEMINARS, TRAINING AND CONFERENCES

- Face-to-face meetings are strictly prohibited and are replaced with virtual meetings on the company's electronic communication platforms.

- If a face-to-face meeting is unavoidable, such meetings should not be longer than 30 minutes, and all participants in the meeting must have washed their hands for 40 seconds or utilised a hand sanitiser before the meeting commencing as well as wear their masks during the meeting
- All delegates or participants must be seated at least one and a half metres apart.
- The full names and contact details of all participants in the meeting will be recorded and retained in the company registers
- No employee may attend external seminars, training or conferences unless such events are presented on online platforms and subject to Management approval.

WEARING FACE MASKS

- The use of face masks covering the mouth and nose is compulsory when in public, entering any Salungano Group operations, building/premises, and company transport. Persons without a face mask will not be permitted to enter the workplace
- Guidelines for care, hygiene and use of cloth masks are stipulated in the company SOP documents and must strictly be adhered to.

COVID-19 COMPLIANCE OFFICER

- A COVID-19 Compliance Officer is appointed and will develop a plan for the phased-in return of employees to the workplace before reopening the workplace for business.
- The appointed officer shall ensure compliance with the regulations issued in terms of Section 27(2) of the Disaster Management Act, 2002

This workplace plan includes but is not limited to the following:

- Determines which employees are permitted to work;
- Outlines the plans for the phased-in return of their employees to the workplace;
- Details all the health protocols that must be practised and implemented to protect employees from COVID-19; and
- The details of the COVID-19 Compliance Officer;

EMPLOYEE LEAVE

- An employee will be entitled to various leave as stipulated in their employment contract, and this will accrue on a completed month of service
- The taking of leave must be approved by management and shall be taken at a time convenient to the company, considering the specific circumstances and urgency of the services required.
- All leave requests and approvals will be in accordance with Salungano Group leave management policies guidelines amended from time to time.

COVID-19 RELATED SICK LEAVE

- All sick leave entitlement will be in accordance with the Salungano Group Holdings policies as amended from time to time.

- An employee who has contracted COVID19 will be placed on paid sick leave in terms of section 22 of the BCEA
- If an employee has exhausted all the sick leave days due to them during any sick leave cycle, the employee may request that their annual leave days be utilised for any further periods of absence from work due to illness.
- If the employee does not opt to use their annual leave days, an application for an illness benefit in terms of clause 4 of the Directive issued on 25 March 2020 on the COVID-19 Temporary Employer Relief Scheme under regulation 10(8) of the Regulations promulgated in terms of section 27(2) of the Disaster Management Act will be made by the company on the employees' behalf.
- Should it be proven and there is sufficient evidence that the employee contracted the COVID-19 because of occupational exposure, a claim will be lodged for compensation in terms of the Compensation for Occupational Injuries and Diseases Act, 1993 (Act No. 130 of 1993) by Notice 193 published on 3 March 2020
- If the Employee has utilised all sick and annual leave days, such Employee shall not be paid for any further periods of absence from work due to illness and an application for an illness benefit in terms of clause 4 of the Directive issued on 25 March 2020 on the COVID-19 Temporary Employer Relief Scheme under regulation 10(8) of the Regulations promulgated in terms of section 27(2) of the Disaster Management Act will be made by the company on the employees' behalf.
- In cases of prolonged absence, the employee may be subjected to an incapacity hearing to determine the continued employment of the employee
- The company's sick leave policy will not be adjusted or become flexible during the outbreak of COVID-19, and normal sick leave application and entitlement will remain unchanged. They will continue to apply during this pandemic.

ABSENCE RELATED TO ILL HEALTH

- If the absence was due to illness, the employee must submit a valid medical certificate if the absence has been for more than two continuous days or if the employee has been sick more than twice in an eight-week cycle, regardless of the period of sick leave was only for one
- An Employee who is found to suffer severe bodily injury, ill-health or physical disability will be dealt with in accordance with the provisions of the LRA and the Company's incapacity procedures
- An employee's services may be terminated on the grounds of poor work performance in accordance with the provision of the LRA, and the Company's incapacity procedure
- The procedure leading to termination of service will include an investigation to establish the reasons for the unsatisfactory performance as per company guidelines.

SCREENING AND TESTING

- The company has implemented a system to screen all persons entering Salungano Group premises to ensure that isolation occurs in cases of suspected COVID-19 infections.
- The isolation of persons is a process developed to isolate infected individuals while waiting for assessment by a healthcare worker and transportation to medical facilities for COVID-19 testing.
- Anyone who fails to screen must be denied access and advised to seek medical assistance
- The Employee expressly agrees to submit themselves to blood and other medical tests (including alcohol and drugs tests) to be carried out by the Employer.

- The Employee must abide strictly by the Health and Safety Act and regulations of the Employer
- The company will allow the employees to self-isolate where possible, and in case of self-isolation, an employee must submit a letter from the legal health care worker.
- Employees with pre-existing conditions that will make them more susceptible to severe COVID-19 must be identified and, where possible, only be permitted to work from home
- Where working from home is not an option, additional safety precautions will be taken to safeguard the employees' wellbeing.

COMPENSATION FOR OCCUPATIONALLY ACQUIRED NOVEL CORONAVIRUS DISEASE (COVID-19)

- The company will follow the process in the Notice on Compensation for occupationally acquired novel coronavirus disease to initiate the compensation for Occupationally Acquired Novel Corona Virus Disease claims.

WORKPLACE MEASURES TO ELIMINATE POTENTIAL INFECTIONS

- In advance of sites and offices commencing following the COVID-19 lockdown period, all employees must adhere to all the guidelines stipulated in this policy, COP, SOP and any other work-related guidelines and procedures in conjunction with all regulations amended from time to time.

The company has outlined preventative measures in the SOP document, which entail but are not limited to the following:

- Enforced physical distancing in the workplace
- Promotion of remote working and staff rotation
- Continuous use of required PPE, Facemasks etc.
- Promotion of good hygiene practices
- COVID-19 Awareness and Training of employees
- Return to work practices
- Screening
- Reporting procedure for suspected (symptom showing) employees

GENERAL HEALTH AND SAFETY

- Employees must be aware of the need for health and safety in the working environment. They should do everything possible to practice safe and healthy working practices while performing duties in the comfort of their homes.
- All employees must report all accidents and injuries, however minor, to their immediate line manager and HR at the time of the occurrence and the latest within 2 hours of the accident.

MEDIA COMMUNICATIONS

- All media inquiries should be referred to the GCEO's office.

- Only the GCEO can speak for the Company and 'approve/clear' or 'issue' statements on behalf of Salungano Group Limited and its mining and trading divisions.
- All employees must adhere to the Salungano Group media and communication policies for both internal and external communications, as amended from time to time

CONSEQUENCE OF BREACH

- The necessary disciplinary action will be taken should an employee breach this policy and any other outlined procedures and standards.
- It is the employee's responsibility to contact management should they have any queries related to this Policy.

GENERAL

- The company and management will provide and maintain, as far as reasonably practicable, a working environment that is safe and without risks to the health of its employees
- All employees must take reasonable care of their health and safety and their fellow employees.

This Policy has been approved by:

Signature: _____

Name: _____

Capacity: _____

Date: _____