

## GRINDROD GUIDELINES ON MANAGEMENT OF CONTAGIOUS DISEASES IN THE WORKPLACE

|          | NAME                | DESIGNATION                                   | DATE     |
|----------|---------------------|---|----------|
| Approved | Executive Committee | Executive Committee                           | Nov 2020 |
| Reviewed | Thabo Moabi         | Group Human Resources Manager                 | Nov 2020 |
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### 1. PURPOSE

- 1.1 The purpose of this policy is to regulate health and safety threats that bears a risk to and / or has an effect on the workplace.
- 1.2 Specifically, the policy seeks to address the risk posed to the workplace by contagious diseases (e.g. coronavirus) and steps that employees are required to take in order to curtail the spread of such diseases within the workplace when such poses a reasonably conceived threat thereto.

### 2. SCOPE

The Guidelines apply to all employees.

### 3. PRIORITISING HYGIENE

- 3.1 Medical research demonstrates that proper hygiene practices helps alleviate the spread of contagious diseases by reducing the number of persons exposed to the mediums by which such disease is transferred.
- 3.2 For certain diseases (e.g. the coronavirus), viruses are spread via the air (i.e. by inhaling released particles of the virus once released by a person who has already contracted the virus) or via contact with the eyes, nose or mouth after physically touching an area containing particles of the virus (e.g. door handles, electronic equipment and so on).
- 3.3 It is thus important that employees take necessary measures to implement safe hygiene practices, in order to prevent the transfer of communicable diseases, as follows:
  - 3.3.1 Wash hands frequently and thoroughly throughout the day whilst in the workplace.
  - 3.3.2 Where available, make regular use of hand sanitizers.
  - 3.3.3 Wipe down common use surfaces (e.g. door handles, machinery, etc.) before touching same directly and / or make use of a barrier (e.g. disposable tissue, gloves etc.) between your skin and common use surfaces.

- 3.3.4 Avoid touching your face, nose and mouth with your hands.
- 3.3.5 Maintain social distancing of at least 1.5 metres.
- 3.3.6 Wear a face mask.

#### 4. IF EXPOSURE TO A CONTAGIOUS DISEASE IS SUSPECTED

- 4.1 If an employee suspects that they have become infected with a contagious disease (e.g. coronavirus which will present with flu-like symptoms such as cough, fever and shortness of breath) or come into contact with a person who may be infected with a contagious disease such person is required to contact their manager/supervisor immediately to advise them of the circumstances under which such infection and/or contact may have occurred. Such manager / supervisor (together with the assistance of relevant Safety personnel and support services), will then advise the individual of the necessary steps to be taken (which may include a period of self-quarantine away from the workplace and / or a request for testing to be completed before returning to the workplace).
- 4.2 Employees of the Company are required to, as soon as reasonable possible, advise their managers:
  - 4.2.1 if they are going for testing for a contagious disease;
  - 4.2.2 if they are to be quarantined; and
  - 4.2.3 of the outcome of any testing conducted;

in order that timeous and appropriate support can be provided and/or mitigating steps can be taken within the organisation to prevent possible spread of the disease.

- 4.3 Management, in line with appropriate health and safety precaution procedures, may investigate and identify possible persons (based on non-discriminatory factors) who may have been exposed to a contagious disease. Once identified, such employee will be required to follow the outcome of the process as determined in terms of clause 4.1 above.

#### 5. APPLICABLE LEAVE WHILST ON QUARANTINE

- 5.1 Should an employee proceed on a period of quarantine and proceed to test negative for a contagious disease (e.g. coronavirus), such time spent on quarantine will be regarded as “special leave” and will not be deducted from any statutory leave entitlements, if the reasonably suspected or confirmed source of contact or infection is work-related.
- 5.2 “Sick leave” will be applicable in the following scenarios:
  - 5.2.1 Should an employee proceed on a period of quarantine and subsequently test positive for a contagious disease (e.g. coronavirus).
  - 5.2.2 In unconfirmed cases where the reason for quarantine is due only to the experiencing of symptoms before or after presenting for work.
- 5.3 The Company may request proof of the grounds upon which “special leave” or “sick leave” is requested and may further refuse to grant such leave” if sufficient proof is not presented.
- 5.4 Should an employee be found to be abusing leave provisions granted in terms of this guideline, such employee will be subjected to disciplinary action leading to dismissal once found guilty.

## 6. DEVELOPMENT OF GUIDELINE

Due to the evolving nature of contagious diseases and geographical / medical developments relating thereto, the Company will from time-to-time effect amendments on these guidelines. Where amendments are made, such will be communicated to employees via normal communication channels and implemented immediately after such changes occur.