

**TO: ALL EMPLOYEES**

**DATE: 02 DECEMBER 2021**

**PRACTICE NOTE 01 OF 2021**

**FROM: HUMAN CAPITAL**

**CUSTOMER MANDATORY COVID -19  
VACCINATION**

**ENQUIRIES: LOCAL HCBPs / COVID-19  
COMPLIANCE OVERSEERS**

## **1. PURPOSE**

The purpose of this instruction is to prescribe the minimum process to be followed regarding customer mandatory vaccination requirements as part of the workplace risk management measures. This will ensure that Barloworld Equipment (BWE) is aligned to customer expectations.

## **2. STANDARD PROCEDURE**

It is the employer's responsibility to maintain, as far as reasonably practical, a working environment that is safe and without risk to the health and safety of all employees. All employees are further required to ensure that they take personal responsibility for their own health and safety as well as that of fellow employees.

Internally, an issue-based risk assessment was conducted, and employee Covid 19 vaccination was identified as one of the workplace critical control measures that need to be put in place (reducing the event risk to a medium, 24 rating).

It is also BWE's understanding that most of our customers have taken additional measures that are risk-based and intended to minimize workplace exposure to Covid-19 infections and allow business activities to effectively continue.

In line with the above, BWE have received various instructions from its customers who require us to ensure that employees who are working in the customer premises/sites **are fully vaccinated as a measure to reduce the spread of COVID 19 in the workplace.**

Given the above context, the following procedure shall be followed **with immediate effect.**

1. All employees are expected to vaccinate and produce proof of vaccination (vaccination card or certificate) in all cases where mandatory Covid-19 vaccination is required by our customers. **This requirement MUST be adhered to as prescribed by the customers.**
2. All employee vaccination records are to be kept and maintained as per BWE procedures through local Human Capital and site SHE departments (or Covid-19 Compliance officers).
3. In cases where vaccination cannot be administered, a medical report from a registered medical specialist is to be submitted at the site clinic (where this facility is available) or to local Human Capital and site SHE department (or Covid-19 Compliance officers). Confidentiality shall be maintained as per internal procedures.

4. In cases, where our customer requires a periodic Covid-19 negative test, each **unvaccinated employee** will be required to carry the costs of such per the customer's prescribed frequency. BWE may only re-imburse for the cost of such tests, if acceptable proof that they are awaiting vaccination is provided and/or where there is an acceptable registered medical specialist report indicating the reasons for not vaccinating.
5. All employees who are based at BWE-controlled facilities and who do not visit customers **are encouraged to vaccinate as soon as possible per the vaccination programme run by the various local authorities**. BWE will continue monitoring, tracking, and reporting vaccination rates as part of informing the finalisation of the company's Group-wide Covid-19 Policy which will be communicated in due course.

Please also note that as per the General Notice 629 of 2021 (published on 18 August 2021) in South Africa and similar provisions in other operating countries the Compensation Fund (under certain conditions and processes) shall cover employees for injuries, illnesses, or death because of receiving Covid-19 vaccine where this was required by the employer as per the risk assessment.

### 3. APPLICATION

This Practice Note is applicable with immediate effect and remains in force and effect until the publication of the revised Group Covid-19 policy.

Failure to adhere to the requirements outlined in this Practice Note may lead to disciplinary action being taken, in line with the company's Disciplinary Policy.

General Managers and applicable Heads of operations are required to communicate this Practice Note to all employees under their management.

### 4. AUTHORITY

This note is issued under the authority of the Executive Head: Human Capital.

#### APPROVED:



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**LINDIWE SEBESHO**

**EXECUTIVE HEAD: HUMAN CAPITAL**