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## **OHSA and Purpose**

DGB has a duty to provide and maintain, as far as is reasonably practicable, a safe workplace that is free of known hazards, and we have actively been implementing a Covid-19 vaccination campaign to do so. However, and at this time, not all of our employees are vaccinated, and it has become necessary to adopt a more stringent policy to especially safeguard the health of our Company's employees and their families; our customers and all those others that we interact with; and the community at large from the spread of COVID-19. Several studies conducted worldwide by leading medical and health authorities have already found the vaccine to be 95% effective in protecting recipients from symptomatic COVID-19.

## **Policy statement**

DGB's working environment has been identified as an area of high concern as it includes daily, ongoing interaction with over 400 employees and various members of the public, customers and suppliers, which presents an increased risk of our employees being infected by or vulnerable to COVID-19.

The Company, having regard to its duty to protect all its employees and persons who may be directly or indirectly affected by its activities from exposure to hazards to their health or safety, and given the nature of the work undertaken at its workplace, has resolved, in consultation with relevant stakeholders, that all employees who choose to work for and at DGB are required to be fully vaccinated.

All DGB employees will be required to receive the COVID-19 vaccine and to produce their vaccination card/certificate to HR by **no later than 14 January 2022. Where the Pfizer vaccine (2 doses required) is administered, proof of the 2<sup>nd</sup> vaccine to be provided thereafter, no later than 25 February 2022.**

## **Leave to attend vaccination site and assistance from DGB**

The Company will grant one (1) day paid special leave to attend a vaccination site per vaccination visit. Proof of vaccination card/certificate must be attached to your leave application on the Employee Self Service portal (ESS). Your Manager is available to assist in this regard.

Employees must notify their managers at least 24 hours in advance of their scheduled vaccination date and time to comply with this Policy, and so that the Company can make supporting arrangements in your absence.

Employees can register through one of the following portals:

- online [www.vaccine.enroll.health.gov.za](http://www.vaccine.enroll.health.gov.za)
- or WhatsApp line 0600123456
- or via sms by dialling \*134\*832#
- or call the COVID-19 hotline 0800 029 999

The Company will assist employees to register on request of an employee and provide transport to vaccination sites where necessary.

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## Vaccination leave

If an employee suffers side effects after receiving the COVID-19 vaccine, he/she shall be entitled to apply for sick leave. In order for an employee to exercise their entitlement to sick leave the employee must submit proof to HR that they have reported their side effects to the Department of Health in accordance with the instructions set out in the vaccination card/certificate. If the employee has used all their sick leave a claim for compensation can be lodged in terms of the Compensation for Occupational Injuries Act.

A copy of an employees' vaccination card/certificate will be kept in the employee's file. The Company shall endeavour to ensure that employee's personal information is kept confidential, including vaccination records.

## Applying for Exemption from this Policy

Where an employee seeks an exemption from this Policy, an employee may apply for such exemption in the form of Annexure A to this Policy, setting out all relevant details including the nature and reasons for their application for exemption from this Policy. All necessary supporting documents, including e.g. medical reports or report from a religious leader, must be attached to the request.

An employee may apply for exemption on one or more of the following grounds:

- medical reasons and/or
- Constitutional grounds which include religious reasons

Where an employee makes an application for exemption on Constitutional grounds, the employee must specify the right(s) on which the employee intends to rely together with the reasons for which the employee believes this Policy constitutes a violation/unjustifiable limitation of that right(s).

**Exemption requests must please be submitted by no later than 14 January 2022 to Madeleine Adams in HR.**

The Company understands that the information contained in an employee's exemption application may be of a confidential and/or sensitive nature. Accordingly, the Company undertakes to ensure that an employee's exemption application is not disclosed to any other employee or third party, excluding a third party who is may be tasked with determining the outcome of exemption applications or providing advice in relation to an application for exemption.

A committee consisting of the Company's Compliance Officer, the relevant Divisional Director and such external professionals as the Company may determine from time to time has the sole discretion to permit or deny an exemption application. The Company will communicate the outcome of exemption applications by 21 January 2022.

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If an employee refuses to be vaccinated on Constitutional or medical grounds, DGB will counsel the employee and, if requested, allow him/her to seek guidance and assistance from a trade union representative (where applicable), a worker representative or a member of the Health and Safety Committee.

If the reason for an employee's application for exemption is medical, DGB may in its sole discretion refer the employee for further medical evaluation by a medical practitioner of its choice. An employee making application on these grounds must provide the completed consent form to such further medical evaluation.

Where DGB has granted an employee's application for exemption it shall take measures to reasonably accommodate the employee which may include, but not be limited to, additional personal protective equipment, remote working (if and where feasible), the employee wearing an N95 mask during the course of his/her working day whilst at DGB's premises and/or undergoing testing on a regular basis, as determined by DGB in its sole discretion.

If an employee's application for exemption is refused, DGB may dismiss the employee for reasons that the employee cannot perform his or her duties or be reasonably accommodated at DGB in a manner compliant with DGB's requirements and its responsibility to its other employees.

If an employee fails to provide DGB with his or her proof of vaccination by 1 February 2022 and has not made application for exemption, the employee shall be counselled by DGB regarding this policy and the importance of the employee being vaccinated. An employee who following counselling remains unvaccinated may in the sole discretion of DGB face dismissal.

The Company reserves its right to enforce this Policy.

## **Review of this Policy**

The Company reserves the right to amend, delete and/or replace all or any of the provisions of and/or clauses set out in this Policy, in its sole discretion.

If the Company elects to deviate from any specific provision of or clause set out in this Policy such deviation shall be binding on the Company in respect of that instance only and shall not create any right or expectation that the Company shall in future also be obliged to repeat such deviation. No latitude, extension of time or other indulgence which may be given or allowed by the Company to any employee in respect of the performance of any obligation hereunder, and no delay or forbearance in the enforcement of any right arising from any provision of or clause set out in this Policy, and no single or partial exercise of any right by the Company, shall in any circumstances be construed to be an implied consent or election by the Company or operate as a waiver or a novation of or otherwise affect any of its rights in terms of or arising from this Policy.