

Dear Colleagues

Please note below the decision from Management regarding the safety of staff members during the COVID19 Pandemic.

As part of the Occupational Health and Safety Act of 1993 No. 85, the Management intends to uphold the Employer's responsibility to ensure that a safe work environment is provided to all staff members. This includes minimizing COVID19 transmissions and exposure in the workplace.

Upon an in-depth Risk assessment, it has been concluded that the COVID19 Mandatory vaccination policy would be a suitable option for all staff (with an exception of persons with certain medical conditions)

The compelling concerns motivating this decision comes from the observation of the below:

- Staff members are exposed to each other and;
- Work close to one another
- Staff members are exposed to public areas including those with international exposure (Vessels/Principals/Clients/etc)
- Documents received in our offices come from various stakeholders around the world and couriered differently.

Subsequently, it is clear that the exchange of international documentation and physical exposure in this Business Sector we are in, probes a risk of infection. For these risk concerns, the Management has opted for creating a safer environment and a Mandatory Vaccination Policy will assist in that regard.

Needless to say, some solutions to avoid the vaccination policy were considered such as working from home however, it is not a viable option long term. It has not worked well as productivity is not consistent. Load-Shedding affects working hours, performance for other staff members lowers and also, connectivity is a big concern as well.

Fortunately, about 75% of our staff members are already vaccinated. On behalf of Management, we wish to thank every staff member who has made this decision in contributing towards change to flatten the pandemic curve.

For all staff who are not yet vaccinated. Please find below phases applicable to you. These phases are guided by the Consolidated Direction on Occupational Health and Safety Measure in Certain Workplaces gazetted on 11 June 2021 by the Department of Labour.

Phase 1:- Unvaccinated staff will have an opportunity to get vaccinated by **31 December 2021.**

Phase 2:- The Mandatory vaccinations policy will be effective 03 January 2022

Phase 3:- Simultaneously, preliminary discussions and counselling will begin regarding how the refusal to be vaccinated will affect Employment.

Phase 4:- Implementation of decisions taken on phase 3 for staff who remain unvaccinated (Medical Evaluations/Further counselling/Disciplinary hearings)

We also understand the emotional strain this will have on some staff members. And that is why, we will keep maintaining an open forum between staff, HR and the compliance committee to ensure that concerns are addressed suitably and guidelines are provided with throughout.

We hope to see more staff moving towards the direction the organization has chosen as it will help prevent the spread of COVID-19 amongst our workforce. For any further queries, you are encouraged to come forward and discuss.

For those to be vaccinated from now until 31 December 2021, please submit your vaccination statuses to HR as and when completed.

We thank you for your cooperation.

Best Regards;

Lungile Kwela

Assistant Manager: HR & Admin

Diamond Shipping Services (PTY) Ltd

As Agents Only

2nd Floor, The Sharaf House, 2 Sinembe Crescent,

La Lucia Ridge Office Estate, Umhlanga, Durban, South Africa

Tel: +27 31 570 7800 || Direct Line: +27 31 570 7803 || lungile@dssrsa.com

Website: www.diamondship.co.za/

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