

Document No	Policy-01	Effective Date	01 November 2021
Document Type	Policy	Revision Date	February 2022
Status	Implemented	Policy Owner	Human Resources
Policy Cluster	Values; Wellness & Compliance	Sub-Cluster	Compliance
Approved by	Administration Manager – Nicolette Jacobs		
Title	Mandatory Vaccination Policy		

1. Purpose

- 1.1. In line with the mission of Kitchen Hyper, the Company acknowledges that its day-to-day activities may expose employees and stakeholders to the Covid-19 virus; and therefore
- 1.2. Accepts co-responsibility for ensuring, to the largest possible degree within its power, an environment conducive to the good health and wellbeing of all persons involved in their activities.

2. Objective

- 2.1. To provide a working environment which limits Covid-19 exposure to:
 - 2.1.1. Employees of the Company, and/or
 - 2.1.2. any other persons working on / visiting the Company's site and/or its surrounding environment, as well as
 - 2.1.3. the client, its employees' and visitors on client site.
- 2.2. To comply with the Occupational Health and Safety Act, No. 85 van 1993 so to ensure the health and safety of its employees, as well as all other parties with whom its employees interact.

3. Scope of Application

- 3.1. This policy applies to the Company's activities and people associated with it such as directors, employees, visitors, contractors, clients and people in the surrounding environment of the operational/working site.
- 3.2. Compliance under this policy may require recurrent vaccinations or boosters on a repeated basis as might be rolled out by the South African Government and the World Health Organisation in future in order to, as far as possible, achieve herd immunity against the Covid-19 virus.

4. Definitions

- 4.1. "Covid-19" Corona Virus Disease 2019 is a highly contagious respiratory disease caused by the SARS-CoV-2 virus that spreads from person to person through droplets released when an infected person coughs, sneezes, or talks and other contact means.

- 4.2. "Covid-19 vaccines" an injection with fluid that contains weakened or inactive parts of a particular organism that triggers an immune response within the body. This weakened version will not cause the disease in the person receiving the vaccine, but it will prompt their immune system to respond.
- 4.3. "Act" means the Occupational Health and Safety Act 85 of 1993.
- 4.4. "Good hygiene" are things you can do to protect your health and prevent the spread of germs to others, including:
 - 4.4.1. washing your hands often with soap and water or an alcohol-based hand sanitiser
 - 4.4.2. coughing and sneezing into your inner elbow
 - 4.4.3. staying at home if you suspect virus infection (following company procedure)
 - 4.4.4. regularly cleaning frequently touched surfaces.
- 4.5. "Close contact" is face-to-face contact within 1 metre or were in a closed space for more than 15 minutes with a person with COVID-19.
- 4.6. "Employee" means any person who is employed by or works for the employer and who receives or is entitled to receive any remuneration or who works under the direction or supervision of the employer.
- 4.7. "Health and safety standard" means any standard irrespective of whether or not; it has the force of law, which if applied for the purpose of this policy, will in the opinion of the Director-General promote the attainment of objectives of this policy.
- 4.8. "Occupational Hygiene" means anticipation, recognition evaluation and control of conditions arising in or from the workplace, which may cause illness or adverse health effects to persons.
- 4.9. "Premises" include any building, vehicle or site owned/rented by the employer and/or a place where the employee is directed to work and/or rendering a service to a client.
- 4.10. "Workplace" means any premises or place where an employee of the company works.

5. Policy

- 5.1. The Company is committed to their obligation to combat Covid-19 and to take reasonable measures to ensure that the working environment is safe and without risk to the health of its employees.
- 5.2. The Company is also committed to extend these measures to non-employees who may be affected by its activities, e.g., through employees interacting with members of the public.
- 5.3. The Company has completed a risk assessment to identify positions where employees operate in situations where the risk of transmission of Covid-19 is high due to the nature of the work.

- 5.4. The Company has also performed a Covid-19 Job Safety Analysis / Risk Exposure Assessment for every position in the Company (Annexure).
- 5.5. Mandatory vaccination for company employees is justified where employees work in close proximity to each other and are directly exposed to their stakeholders and to the public.
- 5.6. It is inevitable that employees work in close proximity to each other and share facilities.
- 5.7. Employees travel by public transport or shared vehicle rides during which they have to share spaces in close proximity to each other.
- 5.8. The Company recognises an individual's right to bodily integrity, as well as the freedom of religion, beliefs and opinions; and their right to refuse to be vaccinated on constitutional or medical grounds.
- 5.9. In the latter instance the following will apply:
 - 5.9.1. The employee will be counselled to determine the reason/s why/he or she does not wish to be Covid-19 vaccinated.
 - 5.9.2. If possible and only if the opportunity exists, the employee will be reasonably accommodated in a position that does not require the employee to be vaccinated.
 - 5.9.3. If the afore going is not viable, the employee will be excluded from the workplace on a 'no work, no pay' basis until such time that the employee has vaccinated and can show proof thereof upon which he/she will be allowed to return to work.
- 5.10. If the employee does not vaccinate for medical/religious reasons and/or chooses not to be vaccinated based on belief or opinion, the matter will be dealt with on basis of incapacity and the relevant procedure will apply.
- 5.11. In this instance, due to the fact that the specific employee becomes high risk to contract the Covid-19 virus and that employers on the other hand are legally mandated to create a safe working environment for their employees, the employee's services may be terminated after a thorough investigation and an Incapacity Hearing.
- 5.12. If any vacancy needs to be filled, and the position is identified as a Covid-19 high risk position, persons who are not fully vaccinated will not qualify to be shortlisted and to participate in the recruitment process.

6. Normative and Informative Reference Sources

- 6.1. Normative
 - 6.1.1. Disaster Management Act 57 of 2002
 - 6.1.2. Occupational Health and Safety Act, No. 85 van 1993
 - 6.1.3. Labour Relations Act 66 of 1995

6.1.4. World Health Organization (WHO)

6.2. Informative

6.2.1. ? Health Policy

6.2.2. ? Employment Policy

6.2.3. ? Safety Policy

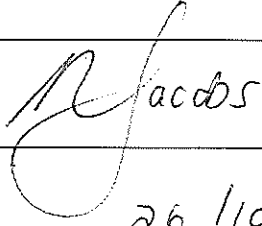
6.2.4. ? Disciplinary Scope and Objective Policy

6.2.5. ? Incapacity Policy

7. Approval

7.1. This policy has been approved by the Nicolette Jacobs and replaces all previous policies and correspondence in this regard.

7.2. All queries can be directed to Nicolette Jacobs .

Approval:	
Administration Manager	
Date:	26/10/21

VACCINATION OBJECTION/EXEMPTION FORM

Name:		Department:	
Designation:		Date:	
Employee ID:		Vaccine Type:	Covid-19

Instructions: Complete this form and attach all requested documents to object against or request an exemption from the Covid-19 vaccination. This can be submitted to [Human Resources] at [Email].

Please see below for more information.

Medical: Medical exemptions to immunization are requested based on medical contraindications, precautions or other medical conditions/disabilities for which a medical practitioner certifies that the individual is unable to receive the vaccine. A contraindication is a condition in a recipient that increases the risk for a serious adverse reaction. A precaution is a condition in a recipient that might increase the risk for a serious adverse reaction or that might compromise the ability of the vaccine to produce immunity. Please have a medical practitioner to complete the Medical Certification for Vaccine Exemption form and submit a copy along with this form.

Religious: A religious exemption requires a signed written statement from the employee describing the reason for the exemption. Attach all relevant documents to obtain religious exemption from the vaccination. Request is based on the following: 1. An explanation of the reason for exemption in your own words. 2. A description of the religious principle that guides your objection. 3. An indication of whether this religious belief constitutes an objection to all any other immunisations or only this vaccine; if it is not an objection to all immunisations, please explain the religious basis for not receiving this particular immunisation.

Other reasons: Any other reasons / believe other than medical and/or religious reasons.

Employee Signature

Date

Employer Signature (Acknowledgement of receipt)

Date

26 October 2021

Kitchen Hyper Employees/ Contractors

Dear Sir / Madam,

Re. Covid-19 Job Safety Analysis / Risk Exposure Assessment of Positions

Kitchen Hyper 's Management acknowledges that their employees are exposed to the Covid-19 virus due to the nature of the business and the operational requirements.

In terms of the Occupational Health Safety Act, 85 of 1993, the company has a duty to provide a working environment that is safe and without risk to the health of employees and any other who may be exposed to health or safety hazards, including that of Covid-19, due to their operations.

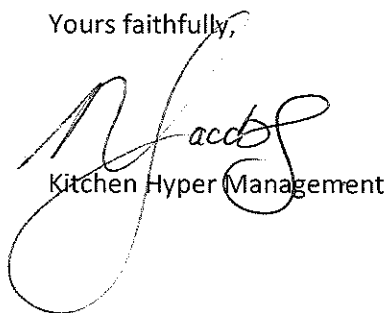
In order to identify the level of exposure of the various positions and the risks linked to transmission of the Covid-19 virus, it is important that all positions are evaluated and as such a Covid-19 Job Safety Analysis / Risk Exposure Assessment form be completed.

Employees will be involved to, as far as possible, participate in the assessment of their positions.

If you have any questions in this regard, please direct that to your Departmental Manager .

Thank you for your cooperation and please continue to practice strict protocols.

Yours faithfully,



Kitchen Hyper Management

Peter.

Covid-19 Job Safety Analysis / Risk Exposure Assessment		Date:	26/10/21
Position:	Sales Representative.		
Item	Description	Tick appropriate response: Yes No	
1.	Does the client obligate Covid-19 vaccination for all person's that access their site?		X
2.	Is it possible to perform all tasks at least 1,5 meters apart from any other person?		X
3.	Frequent unavoidable close contact between employees or with any other person?	X	
4.	Does the employee only use equipment that was solely issued to him/her?	X	
5.	Does the position involves high-touch, shared materials and/or equipment with another person?		X
6.	Does the employee use elevators / stairways / restrooms / meeting and training rooms / locker rooms / break rooms /cafeterias?	X	
7.	Does the employee share company transport with other employees?		X
8.	Does the employee share company/client facilities with other person/s?	X	
9.	Does the position allows the employee to perform his/her tasks remotely?		X
10.	Is it possible to perform all tasks with respiratory protection?		X
11.	Does the employee need to travel for work purposes?	X	
12.	Does the employee reside on company/client premises?		X
Low Risk	Job requires no to minimal contact with other persons: Low risk for Covid-19 transmission/infection.		X
High Risk	Nature of job poses high probability for transmission to others, or infection with the Covid-19 virus.	X	

Admin Manager

[Signature]
Signature

26/10/21

Date