



MultiChoice South Africa (MCSA)

Return To Work and COVID-19 Vaccination Policy

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1. Purpose

In light of the serious threat posed by the COVID-19 pandemic to both the lives and livelihood of employees, MultiChoice has resolved to record its position pertaining to return to work from lockdown and COVID-19 vaccinations, in this policy. MultiChoice has obtained legal advice and consulted with all relevant stakeholders prior to the finalization of this policy. This policy deals with employees' return to work and the decision made regarding mandatory vaccination.

2. Application

This policy is applicable to all entities and business areas/units, subsidiaries or groupings within MultiChoice South Africa (MCSA). Any reference to "MultiChoice" refers to any of these entities/businesses as relevant in the context.

The policy must be read with the following policies, as may be applicable from time to time: Group COVID-19 Policy and the Occupational Health and Safety Policy (OHS) and/or applicable OHS standard operating procedure ("SOP").

3. Definitions, Acronyms and Abbreviations

Term	Definition
Employee	All permanent employees, fixed-term contractors and learners on a learnership programme
Vulnerable Employee	Any employee, as contemplated in the Department of Health Guidelines: (a) with known or disclosed health issues or comorbidities (including but not limited to hypertension, diabetes, chronic cardiac disease, chronic renal disease, malignancy, HIV and tuberculosis) or any other condition that may place the employee at a higher risk of complications or fatality than other employees if infected with SARS-CoV-2 virus; and/or (b) above the age of 60 years who is at a higher risk of severe COVID-19 disease or fatality, if infected. Relevant HRBP's will provide guidance to employees on request in regard to the applicability of this Term
HRBP	Human Resources Business Partner
COVID-19 BCM	Business Continuity Management Steering Committee
MCSA	MultiChoice South Africa Holdings (Pty) Ltd and its subsidiaries
Subsidiaries	Has the meaning given to this Term in section 3 of the South African Companies Act, 71 of 2008 (as amended), save that the interpretation and application of this definition shall not be limited to South African companies
MultiChoice Group (MCG)	MCG and its subsidiaries
Contractors	Independent service providers and/or 3 rd party contractors that undertake to render a service to a company in the MultiChoice Group, based on an independent service provider contract or service level agreement

4. Mandatory Covid-19 Vaccination

- In accordance with the latest Department of Labour (DoL) occupational health and safety (OHS) directive which permits employers to implement a mandatory workplace vaccination policy subject to specific guidelines, and in alignment with the phased National Department of Health (NDoH) roll- out of the COVID-19 vaccine and the nature of MultiChoice's business, MultiChoice has elected to make it mandatory for all employees to be fully vaccinated by no later than 31 December 2021 and to return to the office (for those working from home prior thereto) on 1 February 2022. The need for such election has been based upon and identified on the basis of MultiChoice's operational reasons.
- Employees must provide MultiChoice with proof of being fully vaccinated in the form of the official vaccine certificate issued by the Department of Health and/or other such official proof of vaccinations which may be acceptable to MultiChoice, including potentially in digital format. Proof of vaccination will be loaded onto the HR system. This must be done by no later than 20 January 2022 to facilitate the orderly and timely return to the office, starting on **1 February 2022**. A copy of the vaccination certificate or other such proof will be kept in the employee's file in accordance with POPIA provisions.
- All employees returning to the office must ensure that they continue to maintain all prevailing COVID-19 non-pharmaceutical interventions (NPIs) namely, hand hygiene, wearing of face masks, and social distancing protocols at all times. NPIs, also known as community mitigation strategies, are actions apart from getting vaccinated that people and communities can help slow the spread of COVID-19. The safeguards detailed in the COVID-19 Policy and applicable Occupational Health and Safety Policy and/or OHS SOP will also continue to apply.

5. Return to Work

On 1 February 2022, MultiChoice will require all employees who have been working from home to return to office on a 50% rotational basis only if the regulations do not permit 100% occupation. Once government regulations permit 100% capacity, then all employees shall be obliged to return to the office as per their letters of appointment. Further details will be communicated by your Head of Department and/or line manager with whom employees may discuss the logistics of this return to work.

6. Vulnerable Employees

To the extent that you fall within the definition of "Vulnerable Employee", you are required to make a disclosure to your HRBP, which disclosure shall at all times be treated confidentially. This disclosure should be made by no later than **15 November 2021**, in order for MultiChoice to contact you about your return to work arrangements or vaccination requirements. MCSA will also be guided by the latest NDoH Guidance on vulnerable employees and workplace accommodation in relation to COVID-19.

7. Assistance in Receiving the Covid-19 Vaccine

MultiChoice shall provide its employees with:

- information as to the nature and benefits of the COVID-19 vaccine;
- information on any possible side-effects or reactions and/or the risks of the possible side effects that may occur following receipt of the COVID-19 vaccine;
- assistance in registering on the EVDS registration portal; and
- where reasonably practicable, transport to and from the allocated vaccination site.

8. Vaccination Leave

An employee shall be allowed paid time off in order to visit a vaccination site to receive the COVID-19 vaccine, provided proof of vaccination is thereafter submitted to the relevant HRBP.

9. Exemption from Vaccination

- Where an employee seeks exemption from the mandatory vaccination requirement, an employee may apply for such exemption in the form of Annexure A hereto, setting out in detail the nature and reasons for their application for exemption from this policy.
- Such exemption must be lodged with the employee's HRBP by no later than **15 November 2021**.
- Employees must provide any and all supporting documents and/or references in support of their application for exemption from the mandatory vaccination requirement.
- MultiChoice's COVID-19 BCM will provide all employees making any application in terms of Annexure A with its decision regarding the application prior to the deadline by which employees are obliged to be vaccinated, in accordance with this policy.
- MultiChoice may permit or deny an exemption application at its sole discretion. MultiChoice will communicate the outcome of exemption applications and shall furnish written reasons for its decision, in the event of a denial of such applications.
- Where MultiChoice has granted an employee's application for exemption from the mandatory vaccination requirement, MultiChoice shall take measures to reasonably accommodate the employee, insofar as reasonably practically possible.
- Where MultiChoice has granted an employee's application for exemption from this policy, but MultiChoice is unable to reasonably accommodate the employee, the employee's employment may be terminated after a process has been followed in accordance with labour legislation and appropriate prevailing regulation, policies and guidelines.

- Where MultiChoice has denied an employee's application for exemption from the mandatory vaccination requirement, the employee will be required to obtain the COVID-19 vaccine in accordance with the provisions of this policy. Should the employee fail and/or refuse to abide by the contents of this policy despite the employee's application for exemption having been denied, the employee's employment may be terminated after a process has been followed, as envisaged in the previous paragraph of this policy.

10. Frivolous Objections and False Information

- Where an employee makes frivolous and unfounded objections to this policy which are aimed at frustrating the objectives of MultiChoice in implementing this policy, disciplinary action may follow.
- In addition, where an employee disseminates false information in relation to the COVID-19 vaccine and/or its side-effects to other employees without the prior, written consent of MultiChoice with the intention of discouraging employees from receiving the COVID-19 vaccine, an employee may be disciplined in line with the Group Disciplinary Code and Procedure.

11. Contractors

The decision regarding vaccination applies equally to Contractors. Contractors are also being afforded an opportunity to be fully vaccinated. Should Contractors not be fully vaccinated, they will not be allowed to enter our workplace or undertake work for the MultiChoice Group where such work relates to the Contractor engaging with employees or third parties.

12. Non-compliance

MultiChoice reserves the right to enforce this policy at its discretion. Non-compliance with this policy may result in disciplinary action being taken against an employee. This policy is also subject to review and may be supplemented and amended, as required from time to time, at MultiChoice's sole discretion.

13.Document Properties

MultiChoice Group		Document Number
		MCG-ZA-HR-POL-041
Return to Work and COVID-19 Vaccination Policy		Effective Date
		22/10/2021
Initiated By:	Reviewed By:	Approved By:
Clement O'Reilly	Calvo Mawela	Byron Du Plessis (on behalf of BCM)
Group Executive Head HR	Group CEO	Corporate CFO: MultiChoice Group

Rev. No.	Rev. Date	Section/s	Description of Change
1	New Policy	All	New policy

ANNEXURE A

EXEMPTION APPLICATION

I, the undersigned, seek to apply for exemption from the policy related to receiving the COVID-19 Vaccine.

The reason for this application for exemption from the policy is based on the following grounds:

I have attached the following documentation in support of this objection*:

Employee Name

Employee Signature

Date

**MultiChoice reserves the right to seek additional documents in support of an application for exemption.*