

COVID-19 VACCINATION POLICY

Document Name:	COVID-19 Vaccination Policy
Department Name:	Human Capital
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1. PURPOSE

- 1.1 In accordance with the Company's duty to provide and maintain a workplace that is free of known hazards, we are adopting this Policy to safeguard the health of our employees and their families, our customers and visitors, and the community at large from the effects of contracting Covid-19, as far as is possible, by vaccination.
- 1.2 This Policy will comply with all applicable laws and is based on guidance from the Centres for Disease Control and Prevention and the Department of Employment and Labour in South Africa, as gazetted from time to time.

2. SCOPE

This policy is applicable to all Pinnacle employees and contractors of Pinnacle and associated companies.

3. GUIDING PRINCIPLES

- 3.1 The Company shall provide Covid-19 educational information, encourage dialogue amongst team members and assist those who require support to get vaccinated.
- 3.2 All employees are required to receive a Covid-19 vaccination, unless a reasonable accommodation is approved where applicable.
- 3.3 Employees who choose not to be vaccinated shall be afforded an opportunity to make representations to an appointed panel for consideration of their requests.
- 3.4 Employees not in compliance with this Policy as of 3 January 2022, may be required to provide a negative Covid-19 PCR test, at the Company's request.
- 3.5 From 31 January 2022, employees who are not vaccinated will be placed on paid or unpaid leave until their employment status is determined by the Human Capital Department.
- 3.6 All new employees will be required to be vaccinated before they commence their employment with the Company.

4. PROCEDURES

- 4.1 COVID-19 vaccinations are free of charge in all countries in which Pinnacle operates.
- 4.2 All employees will be paid for time taken to receive vaccinations and employees shall work with their Managers to schedule appropriate time to comply with this Policy.
- 4.3 After 31 January 2022, all employees will be required to provide either proof of vaccination or an approved reasonable accommodation to be exempted from the requirements.
- 4.4 All requests for reasonable accommodation must be timeously submitted to the Human Capital Department, for consideration.

5. REASONABLE ACCOMMODATION

- 5.1 Scientific evidence has shown that vaccines are the most critical and effective intervention for Covid-19 prevention. When a large proportion of people are vaccinated, there is a greater community protection against transmission of the virus, which allows the Company to safely return to on-site operations and other in-person activities.
- 5.2 A mandatory vaccination policy protects the health and safety of the Company's employees and by extension, members of the public that come into contact with our employees.
- 5.3 Employees in need of an exemption from this Policy due to medical reason, or because of a sincerely held moral objection must submit a Request for Accommodation to the Human Capital Department to begin the consultation process as soon as possible after vaccination deadlines have been announced.
- 5.4 As from 3 January 2022, all employees who have not received at least one vaccination, will be required to attend a Consultation with the Human Capital Department, whether or not they have submitted a Request for Accommodation.
- 5.5 The Company will ensure that the consultative process is a joint effort to achieve an outcome by consensus. All consultations will be finalised by 31 January 2022.
- 5.6 If no consensus is reached with an employee, the Company will ensure that the grounds for refusal to accommodate the affected employee are considered fully and that the employee is counselled in relation to the employee's representation or motivation raised.
- 5.7 Should the Company be unable to reasonably accommodate the employee and the employee continues to refuse to be vaccinated, an incapacity process will be followed, and this may lead to the termination of the employee's contract of employment.