



## COVID-19 VACCINATION POLICY

<b>Responsible Person</b>	Savina Harrilall
<b>Approved By</b>	SA Taxi Stratco
<b>Initial Implementation Date</b>	7 January 2022
<b>Final Implementation Date</b>	18 February 2022
<b>Current Version</b>	V1
<b>Other relevant policies</b>	

## INTRODUCTION

1. Interpretation
2. In this Policy, the following words shall bear the following meanings –
  - 2.1. **“Company”** means SA Taxi Holdings Proprietary Limited, a private company incorporated in accordance with the laws of the RSA, with registration number 2004/001531/07;
  - 2.2. **“Final Implementation Date”** means 18 February 2022, being the date by which those employees who have elected to take the BioNTech Pfizer vaccine must have had their second dose of the vaccine;
  - 2.3. **“Group”** means –
    - 2.3.1. the Company and its direct and indirect subsidiaries that employ people;
    - 2.3.2. RC Value Added Services Holdings Proprietary Limited and its direct and indirect subsidiaries that employ people, and
  - 2.4. **“Group Member”** means any of them, as the context requires;
  - 2.5. **“Initial Implementation Date”** means 7 January 2022, being the date by which all employees will be required to have had either the Johnson and Johnson vaccine or the first dose of the BioNTech Pfizer vaccine;
  - 2.6. **“Interim Period”** means the period between the date on which the Policy is introduced and the Initial Implementation Date;
  - 2.7. **“Policy”** means this COVID-19 Vaccination Policy, as amended from time to time;
  - 2.8. **“POPIA”** means the Protection of Personal Information Act, 2013, as amended from time to time.
3. Background
  - 3.1. The Group is committed to maintaining a safe and healthy workplace and protecting its employees from harm. The Group is equally committed to protecting its stakeholders and the people who engage with the Group by preventing the spread of COVID-19.
  - 3.2. The rollout of COVID-19 vaccines is an important safety measure to prevent infection, attain herd immunity and reduce hospitalisation and mortality during the pandemic. COVID-19 vaccination is being driven by various international public health agencies and government bodies. The vaccination will assist the Group to continue to provide a safe and healthy work environment.

- 3.3. The Group strongly encourages all eligible employees to participate in COVID-19 vaccination programmes. The individual Group Members may also require certain employees to vaccinate where, amongst other things, the Group Members' health and safety and/or operational requirements necessitate this.
- 3.4. This Policy has been prepared in accordance with the Consolidated Directions on Occupational Health and Safety Measures in Certain Workplaces ("**Directions**") issued by the Minister of Employment and Labour.
- 3.5. The Company may amend this Policy from time to time to align it with any amendments to the Directions or any applicable legislation, and any change in its operational requirements.

#### 4. Purpose and Scope

- 4.1. This Policy is a key part of the Group's overall strategy and commitment to maintaining a COVID-19 secure workplace in accordance with each Group Member's health and safety obligations.
- 4.2. The purpose of this Policy is to provide guidelines for the implementation and administration of a mandatory vaccination programme in the workplace.
- 4.3. Unless otherwise specified, this Policy applies to all employees, officers, consultants, contractors, temporary workers and agency workers, working for or on behalf of the Group. This Policy also applies to applicants for employment with any Group Member.

### **MANDATORY VACCINATIONS**

5. No employee will be forced or coerced into receiving a COVID-19 vaccination against his/her will. However, Group Members are entitled to identify certain employees, subject to the processes outlined in this Policy, who must receive a COVID-19 vaccination.
6. The below process has applied to the determination and implementation of a mandatory vaccination programme at the workplace.
7. Risk Assessment
  - 7.1. The Group was required to undertake a risk assessment in terms of the Directions in order to determine the need for mandatory COVID-19 vaccinations in the workplace.
  - 7.2. In conducting the risk assessment, the Group was required to take into account the following factors:
    - 7.2.1. the operational requirements of its workplace, including the risks incumbent to the Group's employees, customers, stakeholders and general public in relation to the below:

- 7.2.1.1. the extent to which employees interact with different people in the ordinary course of their duties;
- 7.2.1.2. the nature of work being performed by particular employees;
- 7.2.1.3. the inability to effectively adhere to safety control measures (such as social distancing, wearing of masks) either due to the work or home environments;
- 7.2.1.4. the proximity of vulnerable people at the work site or of numerous people at the work site (where the risk of spreading COVID-19 is high).

7.2.2. the risk exposure of employees to whom the Group Member owes a duty of ensuring health and safety.

7.3. The Group has conducted its risk assessment.

7.4. The Group's risk assessment has revealed that there is a need for certain categories of employees within the workplace to get vaccinated against COVID-19, due to the risk of transmission through their work, their risk for severe COVID-19 disease or death due to their age or comorbidities, the inherent requirement of their jobs and/or the operational requirements of that Group Member.

7.5. In order to further ensure the health and safety of employees and the health and safety of third parties who access any of the Group Members' premises, all third parties who access any of the Group Members' premises will be notified of the requirement to be fully vaccinated against COVID-19 in order to gain access to the Group Members' premises. Third parties include clients/customers, suppliers and any other persons accessing any of the Group Members' premises for any reason whatsoever.

## 8. Categories of Employees Identified for Mandatory Vaccinations

8.1. The category of employees identified by the Group Members for mandatory vaccination against COVID-19 are as follows:

8.1.1. all vulnerable employees, being all employees:

8.1.1.1. with known or disclosed health issues or comorbidities or any other condition that may place the employee at a higher risk of complications or death than other employees if infected with COVID-19;

8.1.1.2. above the age of 60 years;

- 8.1.2. all employees who are required to work from any of the Group Members' premises at any point in time, either full time or on a part time basis; and
- 8.1.3. all employees who have been working remotely as a result of the outbreak of the COVID-19 pandemic and resultant lockdown, and may be required to work from any of the Group Members' premises from time to time, or at any time in the future.

9. Notification to Employees that Require Mandatory Vaccinations

- 9.1. In terms of the Directions, the Group Members are required to notify those employees who fall within the category of employees who have been identified for mandatory vaccinations of the following in writing:
  - 9.1.1. the obligation to be vaccinated;
  - 9.1.2. the right to refuse to be vaccinated on constitutional or medical grounds; and
  - 9.1.3. the opportunity, at the employee's request, to consult with a health and safety representative of that Group Member.
- 9.2. This Policy serves as notification to those employees who fall within the category of employees who have been identified for mandatory vaccinations, in paragraph 8 above, of their obligation to be vaccinated, their right to refuse to be vaccinated on constitutional or medical grounds and the opportunity to consult with a health and safety representative.
- 9.3. If an employee wishes to exercise his/her right to refuse to be vaccinated, the employee should communicate this as soon as possible to his/her immediate supervisor/manager/human capital business partner.
- 9.4. If an employee agrees to be vaccinated, the employee is required to provide the relevant Group Member with proof that they have taken the vaccine. Employees must hand in a copy of their COVID-19 Vaccination Certificate (either in the form of a physical vaccination card or a copy of the electronic vaccination certificate) to their human capital business partner.
- 9.5. The deadlines stated below will apply, depending on the type of vaccine the employee elects to take:
  - 9.5.1. if the employee elects to take the Johnson & Johnson vaccine, the employee must provide the relevant Group Member with proof that they have taken the Johnson & Johnson vaccine, by no later than the Initial Implementation Date (i.e. 7 January 2022).
  - 9.5.2. if the employee elects to take the Pfizer-BioNtech vaccine, the employee must provide that relevant Group Member with:

- 9.5.2.1. proof that the employee has had the first dose of the vaccine, by no later than the Initial Implementation Date (i.e. 7 January 2022); and
- 9.5.2.2. proof that the employee has had the second dose of the vaccine, by no later than the Implementation Date (i.e. 18 February 2022).

## 10. Interim Period

- 10.1. During the Interim Period, all unvaccinated employees who fall within the category of employees who have been identified for mandatory vaccination and who are required to work from any of the Group Members' premises, will be required to undergo a weekly COVID-19 test at the Group Members' premises and to disclose their COVID-19 results to the relevant Group Member.
- 10.2. The cost of the COVID-19 test will be borne by each relevant Group Member, provided that the test is performed at the relevant Group Members' premises.
- 10.3. This measure of requiring unvaccinated employees to undergo weekly COVID-19 tests is being put in place as a temporary measure to reduce the transmission of COVID-19 in the workplace, pending the Initial Implementation Date.
- 10.4. The Group Members do not intend to continue with this measure beyond the Initial Implementation Date, for the following reasons:
  - 10.4.1. the Group Members' respective risk assessments have found that mandatory vaccination is necessary in order to safeguard employees against COVID-19 in the workplace, therefore the Group Members must comply with their risk assessments;
  - 10.4.2. it is not financially feasible for the Group Members to pay for weekly COVID-19 tests in relation to unvaccinated employees in the long term; and
  - 10.4.3. it will be operationally burdensome in the long term for the Group Members to process weekly COVID-19 test results of the unvaccinated employees.
- 10.5. Employees who have an objection to undergoing the weekly COVID-19 tests should communicate this as soon as possible to their immediate supervisor/manager/human capital business partner.

## 11. Refusal to be Vaccinated

- 11.1. Employees have the right to refuse to be vaccinated on constitutional or medical grounds. The relevant constitutional grounds include, an employee's right to bodily integrity, freedom of religion, belief and opinion.
- 11.2. If an employee refuses to be vaccinated:

- 11.2.1. the employee must complete the objection notice attached to this policy as **schedule A** and must provide the relevant supporting documentation set out in the objection notice (based on the reason for the objection);
- 11.2.2. the relevant Group Member will counsel the employee with a view to understanding the reason for the refusal and to potentially assist the employee with any concerns regarding the vaccination;
- 11.2.3. the employee may seek advice from a health and safety representative employed by the business. The employee will also have the right to seek, at his or her own cost, a medical evaluation should there be a contraindication for the vaccine. Any written medical opinion given will be considered by the Group Member, but will not necessitate it in reviewing its decision to implement a mandatory vaccine programme. The medical opinion must be issued by a medical practitioner or any other person who is certified to diagnose and treat patients and who is registered with a professional council established by an Act of Parliament. The relevant Group Member may refer the employee for a further medical evaluation, and to its appointed medical practitioner and at the relevant Group Member's cost, in order to obtain a second opinion on the employee's contraindication for the COVID-19 vaccination;
- 11.2.4. if the employee persists in his/her refusal to receive a vaccination, notwithstanding the above measures, the relevant Group Member may take steps to reasonably accommodate the employee. Reasonable accommodation means any modification or adjustment to a job or to the working environment that will allow an employee who fails or refuses to be vaccinated to remain in employment. In this regard:
  - 11.2.4.1. the investigation into ways to accommodate the employee will be a multi-party inquiry. As such, the relevant Group Member will seek the employee's input in relation to the possible accommodation measures. The process will be an interactive dialogue to investigate alternatives;
  - 11.2.4.2. if a reasonable alternative is identified during the process, the relevant Group Member will propose that the employee accept this alternative. The Group Member will not unilaterally impose the alternative on the employee;
  - 11.2.4.3. in the event that there are no alternatives, or where the employee refuses any identified alternatives, and it is not reasonably practicable for the Group Member to accommodate the employee or it would cause the Group Member undue hardship or expense; depending on the circumstances, the Group Member may follow its incapacity process or may contemplate dismissing the employee on the basis of its operational

requirements and will follow the process as set out in section 189 or 189A of the Labour Relations Act, 1995.

12. Applicants for employment

- 12.1. Applicants for employment at any Group Member, who fall within any of the categories which have been identified above for mandatory vaccination, will also be required to vaccinate against COVID-19.
- 12.2. An applicant for employment will be notified during the interview stage of the requirement to vaccinate against COVID-19 and of their right to object to vaccination.
- 12.3. If the applicant refuses to vaccinate, the steps under paragraph 11.2 above will become applicable, with the necessary contextual changes applied.

**GENERAL CONSIDERATIONS**

13. Time off for Vaccinations

- 13.1. The relevant Group Member will allow reasonable paid time off for employees to attend a vaccination appointment during working hours, which will be payable at normal rates of pay for the time spent during working hours obtaining the vaccination. Employees must agree the date/s and required time off to attend a vaccination appointment with their relevant line manager.
- 13.2. In the event that an employee may be prevented from returning to work due to any side effects from the COVID-19 vaccination, statutory sick leave will apply. If the employee has depleted his/her statutory sick leave, the relevant Group Member may lodge a claim for compensation in terms of the Compensation for Occupational Injuries and Diseases Act, 1993.

14. Continued Applicability of other COVID-19 Mitigation Measures

- 14.1. Vaccination does not detract from practicing other COVID-19 prevention measures. All employees are required to adhere to the health and safety rules to reduce the risk of transmission of COVID-19 in the workplace, whether or not they have been vaccinated, which are restated below:
  - 14.1.1. practice social distancing;
  - 14.1.2. wear a face mask, covering your nose and mouth;
  - 14.1.3. wash your hands carefully and frequently;
  - 14.1.4. use the hand sanitiser provided in the workplace;
  - 14.1.5. follow current public health COVID-19 guidance; and

- 14.1.6. follow the relevant Group Member's temperature check and health screening protocols.

15. Adverse side-effects caused by the vaccine

- 15.1. The Compensation Fund will cover employees for injuries, illness or death as a result of receiving COVID-19 vaccinations, where the mandatory vaccination is an inherent requirement of employment or where mandatory vaccinations are required based on the risk assessment conducted. This is in terms of the notice issued by the Compensation Commissioner on compensation for COVID-19 vaccination side-effects published in terms of section 6A(b) of the Compensation for Occupational Injuries and Diseases Act, 1993, on 18 August 2021.
- 15.2. Alternatively, employees may elect to claim from the COVID-19 Vaccine Injury No-Fault Compensation Scheme.
- 15.3. If any employee experiences any adverse reaction or suffers any medical issue as a result of having either the Johnson and Johnson vaccine or the Pfizer BioNTech vaccine, that employee should inform their line manager or human capital business partner, for assistance with claiming against the Compensation Fund..
- 15.4. If any employee wishes to make a claim against the COVID-19 Vaccine Injury No-Fault Compensation Scheme, they can do so by making contact as follows -
- Council for Medical Schemes  
Block A Ecogrades Office Park, 420 Witch-Hazel Road, Eco Park, Centurion  
e-mail: info@nfcfund.co.za  
Telephone: 0861 123 267
- 15.5. Neither the Company nor any Group Member shall be responsible for any adverse consequences suffered by an employee as a result of taking any COVID-19 vaccine.

16. Processing of Employees' Personal Information

- 16.1. In implementing this Policy, the Company (on behalf of the Group Members) and each of the Group Members will process certain of the employees' personal information, including medical information which it obtains from employees, government records and/or any other third party permitted to provide such information. The processing of employees' personal information is regulated in terms of POPIA.
- 16.2. Medical information falls within a category of "special personal information" under POPIA. The processing of special personal information is prohibited, except if, amongst other things, such processing is with the consent of the employee, or if the processing is necessary for the establishment, exercise or defence of a right or obligation in law.

- 16.3. The Company and each Group Member will process employees' personal information in its implementation of this Policy for the purposes of its risk assessment of COVID-19 in the workplace and to put safety measures in place, in order to comply with its health and safety obligations in terms of the Occupational Health and Safety Act, 1993 and the Directions.
- 16.4. The Company and each Group Member will process all of its employees' personal information in accordance with the requirements of POPIA.
- 16.5. Should any employee require any further information regarding the processing of their personal information, they must contact the Information Officer appointed by the relevant Group Member that employs that employee.

**SCHEDULE A: OBJECTION FORM**



**NOTICE OF OBJECTION TO TAKING VACCINE**

<b>Employee name:</b>	
<b>Position:</b>	
<b>Department:</b>	
<b>Line manager:</b>	
<b>Date:</b>	
<b>*Signature of employee:</b>	

\*By signing this document, you confirm that all information provided herein is true and correct

There are 3 grounds upon which you may lodge an objection. These include –

1. medical grounds. If you wish to object taking the vaccine on the basis of medical grounds, please complete **part A** of this form;
2. the right to freedom of religion, belief and opinion. If you wish to object taking the vaccine on the basis of this right, please complete **part B** of this form;
3. the right to bodily integrity. If you wish to object taking the vaccine on the basis of this right, please complete **part C** of this form.

Please indicate which ground/s you are relying upon in order to object to taking the vaccine:

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For internal use only	
Reasonable accommodations considered:	
Recommendation re: reasonable accommodations	
Recommendation re: next steps	

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**PART A: OBJECTION BASED ON MEDICAL GROUNDS**

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Please state the medical reasons, as you understand them, as to why you cannot take the vaccine:

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Please advise whether this is a temporary medical condition or whether this condition will endure for a long period of time:

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Please advise what the potential consequences of taking the vaccine would be based on the medical advice you have obtained:

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What reasonable accommodations would you and your medical doctor suggest be made by your employer as an alternative to vaccination:

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**Documents to be included with the submission:** a medical certificate and medical reports issued by a medical practitioner or any other person who is certified to diagnose and treat patients and who is registered with a professional council established by an Act of Parliament setting out the medical condition which prevents you from being vaccinated

**Please note that the Objections Committee may refer you for a further medical evaluation with a medical practitioner appointed by the Group Member that employs you, at its own cost**

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**PART B: OBJECTION BASED ON RIGHT TO FREEDOM OF RELIGION, BELIEF AND OPINION**

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Please provide details of the belief that you hold that prohibits you from getting vaccinated:

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What principle of your religion or belief prohibits you from being vaccinated? Is this principle one of the main principles upon which your religion is founded?

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What penance/penalty/punishment would ensue if you were to be vaccinated:

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Do you observe religious holidays, do you perform work on the Sabbath, do you take any other medications that are not permitted by the tenets of your religion/belief?

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Are you prepared to accept any consequences that follow from your belief that you should not be vaccinated (i.e. being isolated from society, losing their job in a harsh economic environment and global pandemic, risking severe illness or death as a result of COVID-19 etc.)

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Please provide details of the opinion you hold which prohibits you from getting vaccinated:

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**Documents to be included with the submission:** a confirmatory letter from your pastor, priest or other religious or traditional leader confirming that you hold a sincere religious or cultural or traditional belief and that central to that belief is the opposition against vaccination. If you are relying on your opinion, please provide any supporting documents on which you are basing your opinion.

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**PART C: OBJECTION BASED ON RIGHT TO BODILY INTEGRITY**

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Please set out information as to why you refuse to be vaccinated on the basis of your right to bodily integrity:

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**If your reasons relate to a medical condition, please complete part A of the form as well.**