

	<h1>COVID-19 VACCINATION POLICY</h1>	Issue: Revision: Revision Date: Document No:	1 1 October 2021
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1. INTRODUCTION

The COVID-19 VACCINATION POLICY describes the way that Solenta Aviation (Pty) Ltd (“Solenta”) will protect its employees, clients, passengers, and stakeholders who are at risk of being infected with the Covid-19 virus, or at risk of unknowingly transmitting the disease to others during the executing of their duties and responsibilities. Solenta recognises that some jobs carry higher risk than others and thus Solenta is obligated by law to implement the best possible mitigating and prevention measures available that are globally accepted and clinically safe in order for the Company to meet its business obligations during and after the global Covid-19 pandemic.

On 11 June 2021, the Department of Employment and Labour issued an updated Consolidated Direction on Occupational Health and Safety which, among other things, expressly permits an employer to implement a workplace vaccination policy, subject to specific guidelines. To reach a herd immunity threshold, the South African Government is aiming to vaccinate 29 million adult citizens before the end of 2021. Herd immunity will assist in avoiding many preventable COVID-19 related deaths. Solenta aims to work together with the South African Government in reaching the goal set to create herd immunity.

The Occupational Health and Safety Act, 1993 (“OHSA”), read with its regulations, requires an employer to provide and maintain, as far as is reasonably practical, a working environment that is safe and without risks to the health of workers and to take such steps as may be reasonably practicable to eliminate or mitigate a hazard or potential hazard in the workplace.

2. POLICY STATEMENT

Therefore, after careful consideration, and conducting Occupational Health and Business Risk assessments, and in accordance with Solenta’s duty to provide and maintain a workplace that is free of known hazards, Solenta is adopting this policy based on operational requirements. The core purpose is; (1) to minimise the risk of transmitting the Covid-19 disease, (2) to protect individuals with comorbidities, and (3) to safeguard the health of our employees and their families; our customers and visitors; and the community at large from infectious diseases, such as COVID-19, that may be reduced by vaccinations. By adhering to this vaccination policy, employees will assist in enhancing the health and safety of all clients, visitors and employees of the company.

This policy is in line with the guidelines issued by the Department of Employment and Labour, as well as OHSA, considering the company’s operational requirements whilst ensuring that the rights of employees to bodily integrity and religious freedoms and beliefs are taken into account. The Company also takes cognizance of legislation pertaining to medical testing, the constitutional rights of employees to be free from unfair discrimination, as well as the right of employees to have their personal information treated as confidential in accordance with the POPI Act.

This policy must be observed in conjunction with Solenta’s COVID-19 policy released in 2020.

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3. SCOPE OF THE POLICY

From the above Directive and following a detailed risk assessment conducted as part of the recommended due diligence process, it was decided that Solenta will adopt a Vaccination Policy in respect off all employees in the following groups; ("Designated Employees")

- Field staff (contract pilots, cabin crew, field engineers and ground support staff who, in the course of their duties, rotate in and out across borders between their home country and the host country.); and
- Head Office and Base Maintenance staff required to travel abroad from time-to-time as part of their normal execution of tasks and responsibilities; and
- Head Office Staff who are working from Solenta office facility either voluntarily with approval, or mandated to return to work from office part time or full time thereby sharing office space, meeting and training venues, amenities, ablution facilities, kitchen facilities, demarcated smoking areas, etc.
- Base Maintenance employees working in a designated hangar and shared office space where they share amenities, meeting and training venues, ablution facilities, kitchen facilities, demarcated smoking areas, etc.

The Designated Employees have been identified as those in close working contact with other workers or the public and thus required to receive the vaccine on the basis of their positions and their risk of transmitting and/or contracting COVID-19.

Designated Employees are advised to receive the appropriate COVID-19 vaccines to enable them to perform their services to the Company.

Where Designated Employees are required to apply for visas for business related international travel, and the requirements to obtain a visa require the individual to have received a specific vaccine, then Designated Employees must ensure that they receive the necessary type of vaccine which will allow them to travel in accordance with the requirements of their position.

All employees of the Company are strongly encouraged to receive their COVID-19 vaccinations for the safety of themselves, their families, their colleagues, and the community in general, in the interests of public health.

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4. EMPLOYEE RIGHTS

In terms of legislation, employees have the right to refuse vaccination based on reasonable justification, such as religious or cultural beliefs and/or health consideration. It is important to note that individual rights, as defined in our Constitution, are not absolute and cannot be held in higher esteem than the right of the collective. Employees are reminded of the risk and impact of COVID-19 in the company and the rights of **ALL** employees to a safe working environment.

Designated Employees who are not vaccinated may be prevented by client contract requirements (and/or any applicable rules or laws) to render their services to the Company. Solenta will have to consider its operational requirements in future should these circumstances arise and/or consider the employment relationship on the basis of the legal impossibility of the employee performing his/her services for the Company. In such cases, the company will follow legal guidelines and conduct an Incapacity Enquiry as set out in section 4.1.

As this could have far-reaching consequences, the onus is on each employee to take the necessary steps to enable him / her to honour the employment contract signed by each employee.

It is important to note that if anyone is unable to conduct their ordinary duties, they may not be able to be rostered and it may affect their income and ability to remain employed in that role.

Solenta as an employer reserves the right of admission to its buildings, facilities, hangars and aircraft and with effect from **01 February 2022** no employee will be allowed entrance or access without a valid Covid-19 vaccination certificate or a negative PCR/Antibody test not older than five (5) days to prove negative status. (This will enable unvaccinated employees to complete the PCR/Antibody testing and obtaining the results over weekends.)

From **01 February 2022**, Solenta will no longer cover the cost of PCR/Antibody tests, quarantine costs or additional tests required. Such cost will be for the employee's own account. PCR/Antibody testing may not be done during official working hours and must be scheduled before or after hours. In addition, waiting for results must not impact such unvaccinated employee on-duty time. For example, at our ORT Hangar the working hours are from 07h00 am to 16h00pm, Monday to Friday, excluding overtime requirements. Should an unvaccinated employee not be available for duty due to PCR/Antibody testing, or having to wait for test results, then these days absent will be recorded as unpaid leave.

All quarantine costs, including quarantine accommodation, if not provided for free by the host country/client, will be for the cost of the unvaccinated employee. The company will also not make provision for paid time when an **unvaccinated employee** has to be quarantined prior to commencing duties after travelling across borders.

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4.1. INCAPACITY DUE TO NON-VACCINATION

- Where an Employee is unable to carry out his / her duty or to perform due to such an employee not being vaccinated against the Covid-19 virus, he / she may be seen as incapacitated.
- Incapacity on the grounds of being non-vaccinated could be temporary or permanent, depending on the reason for not taking the vaccination. If an Employee is temporarily unable to execute his / her job due to a delay in taking the vaccination for medical reasons for example, the Company will investigate the extent of the incapacity and time it would take for the Employee to be fully functional once medically ready to receive the vaccination.

1. Counselling for Incapacity (First step):

- The Company (Direct Manager and HR Representative) will counsel the Employee where his / her unvaccinated status prevents such an employee from performing and executing the tasks and responsibilities associated with the job / position for which the employee was employed via a binding employment contract at the location where the job is based.
- The Employee may be assisted by a fellow Employee when the job requirements and expected performance standards are discussed.
- The Employee is allowed to provide reasons why he / she decided to not be vaccinated against the Covid-19 virus and thus not being able to execute the job for which the employee was contracted.
- An action plan should be drawn up in conjunction with the company which would include a time frame (not exceeding 3 months) where the unvaccinated employee will be given reasonable time to educate him/herself with assistance from the Company regarding the benefits and risks associated with Covid-19 vaccinations with the aim to become fully vaccinated within this three (3) month period, unless alternative work is available.
- Where no alternative work is available the employee could be placed on unpaid leave for the duration of the of the time frame put aside for the employee to make the necessary arrangements to get vaccinated in order to resume normal duty.
- The Employee will be expected to sign acknowledgement of having received counselling and his / her understanding of the contents thereof as well as the intention to evaluate and review performance vis-a-viz capacity or incapacity at a specified date.

2. The Incapacity Enquiry (Second step):

- An enquiry may be held when the unvaccinated employee failed to meet the prescribed standard / requirement, despite attempts to counsel the Employee. (E.g. where the employee failed or refused to be vaccinated.)

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- The degree of incapacity is deemed to be substantial and that counselling is not appropriate and / or practical under the circumstances.
- If an Employee is likely to be absent for a time that is unreasonably long (generally more than 3 months, but dependant on all relevant participants), possible alternatives short of dismissal will be investigated during the Incapacity Enquiry Process. If no reasonable alternatives exist, the Employee could be dismissed on grounds of incapacity.
- When alternatives are considered, relevant factors might include the nature of the job, the period of absence, and the possibility of securing a temporary replacement for Employee.
- The Employee will be notified regarding the nature of the incapacity alleged and given at least 48 hours to prepare for the enquiry.
- The Employee will be entitled to be assisted by a fellow Employee of his / her choice.
- The Employee shall be afforded the right to be heard and to lead any evidence and any witnesses to support his / her cause.
- In making a decision, the Chairperson of the incapacity enquiry will review the degree and likelihood of improvement of incapacity, the impact of such incapacity on the Company's operations, the degree to which the Employee's capabilities have improved (E.g. plan to become fully vaccinated within the 90 day period) following guidance and / or counselling, or whether the Employee's duties might practically be modified to accommodate inherent deficiencies without continuing to prejudice the operations of the Company.
- Where the Chairperson determines that the termination of employment is necessary, he / she shall consider the possibility of alternative redeployment of the Employee to a different job should a function be available which is suitable to his / her skills.
- Should the Chairperson offer such vacancy to the Employee, acceptance will be reduced to writing and will normally be on conditions of service commensurate with the level of the new position. The Chairperson shall also consider any mitigating circumstances and personal circumstances that are applicable to the Employee.
- Within 2 working days of receipt of the above decision, the Employee may lodge an appeal in writing to the Chairperson, stating the grounds for the appeal.

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Annexure A

INFORMATION, PROTOCOLS, AND GUIDELINES

1. Information on the nature and benefits of COVID-19 vaccines

The most effective way to prevent deadly Covid-19 outbreaks is through vaccination.

The World Health Organization (WHO) explains on their website that vaccines work by training and preparing the body's natural defences – the immune system – to recognize and fight off the viruses and bacteria they target.

<https://www.who.int/emergencies/diseases/novel-coronavirus-2019/covid-19-vaccines/explainers>

<https://www.who.int/emergencies/diseases/novel-coronavirus-2019/covid-19-vaccines/advice>

After vaccination, if the body is later exposed to those disease-causing germs, the body is immediately ready to destroy them, preventing illness. Solenta is furthermore assured by the WHO that COVID-19 vaccines are designed to prevent people from getting seriously ill or dying from COVID-19, although no vaccine is 100% protective.

You cannot catch COVID-19 from the vaccine. However, after receiving the vaccine, it may be possible for you to still carry and transmit the virus. Therefore, it is important to still follow all local public health recommendations and Solenta Policy document governing Covid-19 protocols such as mask wearing, hand washing and social distancing.

2. Information on the risks of any serious side effects such as allergic reactions

Vaccines undergo rigorous trials to ensure they are safe and effective followed by a comprehensive approval process by medical regulators to ensure that they are safe. It is therefore extremely rare for severe health reactions to be directly caused by vaccines.

In most cases, minor side effects are normal.

Common side effects after vaccination, which indicate that a person's body is building protection to COVID-19 infection include:

- Arm soreness
- Mild fever
- Tiredness
- Headaches
- Muscle or joint aches

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3. How will the company deal with time taken off due to side effects caused by the vaccine?

In terms of legislation, employees will be allowed sick leave or paid time off should they suffer side effects after having received the vaccine. If the employee has no sick leave or paid leave available, HR will assist the employee to make a claim in terms of the Compensation for Occupational Injuries and Diseases Act 130 of 1993.

4. Categories of employees who is required to be vaccinated

The South African Government's vaccine strategy sets out a phased roll-out of the vaccine. Employees should register to receive their vaccines as soon as the category under which they fall, is opened up by the Government.

5. Company support available to assist employees with registration on the EVDS Registration Portal for COVID-19

In order to receive a COVID-19 vaccine, one should be registered on the Government's EVDS Registration Portal. Any employee who needs assistance to register may contact the Human Resources Department who will assist the employee to register on the portal.

6. How will the company deal with time taken off to be vaccinated?

All employees are eligible for paid time off in order to receive their vaccine – in other words, time taken off to receive the vaccine will not be deducted from your available annual or sick leave, provided that you submit proof of your vaccination to the HR department within 14 days after receiving the vaccine.

7. Will the company assist with transport to vaccination sites?

All employees who require assistance with transport to vaccination sites are to inform the HR department who in turn will advise the employee of the date/s on which transport to and from a specific vaccination site will be available.

8. Who will carry the financial responsibility of having the vaccine if an employee elects to be vaccinated in the private sector?

The South African Government has made available funding of the vaccine in the public sector. Therefore, any employee who is not on a medical aid plan electing to be vaccinated in the private sector, will bear the costs involved, if any, for his/her own account.

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9. What to do once vaccinated?

Employees are requested to hand in proof of vaccination to the HR Department who will keep confidential records of all vaccinated employees.

10. Further information

It is each citizen's responsibility to educate him / herself and for this purpose Solenta recommends further reading available at:-

<https://sacoronavirus.co.za/vaccine-updates/>

https://sacoronavirus.co.za/2021/08/23/to-vaccinate-or-not-to-vaccinate-Designated-covid-19-vaccination-in-the-workplace/?gclid=CjwKCAjwh5qLBhALEiwAioods0kpo3aGDY7LT5b24dTAtN1Ky-6_EfN1gsRS13ooQ-nVm1jAjd1qWxoCYpMQAvD_BwE

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Annexure B

VACCINATION PLAN

1. All Designated Employees to provide Solenta with proof of vaccination or confirmation of their planned **vaccination schedule by 31 October 2021**.
2. All Designated Employees must have received their **1st dose of vaccine by latest 30 November 2021** (It is noted that some vaccines such as Johnson & Johnson currently requires only one dose)
3. All Designated Employees to be **fully vaccinated, including 2nd dose where applicable** (e.g., Pfizer) **by 30 January 2022**.



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Annexure C

VACCINATION RISK ASSESMENT

Please see attached

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	APPROVED BY HRE	APPROVED BY MD
NAME:	Chris Venter	Paul Hurst
POSITION:	HR Executive	Managing Director
DATE:	25 November 2021	25 November 2021
SIGNATURE:		 



RISK ASSESSMENT

Issue: 2
Revision: 0
Revision Date: 18/01/2021
Document No: AOC-SAF-FRM-13

Assessment No:	RA-2021-029	Revision No:	0	Revision Date:	12/10/2021
Assessment Description:	OHSE Risk Assessment - Solenta Staff COVID-19 Vaccination Requirements				
Assessor:	Luke Keyser				
Participants:	Wade Laing, Chris Venter, Johann Kruger, Drago Vasiljevic, Paul Hurst				
Use hazard classification and risk matrix on page 3 - 5, extracted from the Safety Management System Manual (SMSM) [AOC-SAF-MAN-05] to complete the table below.					

#	Type of Operation & Activity.	Generic Hazard	Specific Components of the Hazard	Possible hazard-related consequences & its safety risk index	P	S	R	Existing defences to control safety risks & its safety risk index	P	S	R	Further action to reduce safety risks & resulting safety risk index	P	S	R
1	Crew Sign Out Process	There is a Risk of cross contamination between Crew/Engineer and Head Office Staff due to:	1.1. Crew/Staff being diagnosed with Covid-19. 1.2. Crew/Staff being undiagnosed with Covid-19. 1.3. Crew/Staff unknowingly being contaminated with Covid-19.	1.4. Staff Fatality. 1.5. Serious Illness.	4	B	4B	1.6. Work from Home Policy initiated. 1.7. Remote Sign Out Procedure initiated.	1	B	1B	None	1	B	1B
2	General Administrative Duties	There is a Risk of cross contamination of Cedar Staff due to:	2.1. Staff being diagnosed with Covid-19. 2.2. Staff being undiagnosed with Covid-19. 2.3. Staff unknowingly being contaminated with Covid-19.	2.4. Staff Fatality. 2.5. Serious Illness.	4	B	4B	2.6. Work from Home Policy initiated. 2.7. Only minimal essential staff at office when needed. 2.8. Covid-19 Controls initiated: - Wearing of Masks, - Screen of Staff, - Sanitising of Hands and facility, - Social distancing, - Stay home when sick.	2	B	2B	2.9. All office staff to be fully vaccinated.	1	C	1C



RISK ASSESSMENT

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3	Passing through Airports	There is a Risk that Crew and Staff are contaminated whilst travelling and passing through Airports due to:	3.1. Unvaccinated persons in Airport. 3.2. Ineffective Covid-19 controls at Airport (non-org). 3.3. Covid-19 infected or contaminated persons in transit at Airport.	3.4. Staff Fatality. 3.5. Serious Illness. 3.6. Staff placed in quarantine due to exposure. 3.7. Operational impact due to quarantine and possible illness/fatality.	4	B	4B	3.8. Company Covid-19 Controls initiated: - Wearing of Masks, - Sanitising of Hands, - Social distancing, - Stay home when sick.	2	B	2B	3.9. All traveling staff to be fully vaccinated.	1	C	1C
4	In transit on Passenger Aircraft	There is a Risk that Crew and Staff are contaminated whilst travelling on Passenger Aircraft due to:	4.1. Unvaccinated persons in Aircraft. 4.2. Ineffective Covid-19 controls in Aircraft (non-org). 4.3. Covid-19 infected or contaminated persons in transit in Aircraft.	4.4. Staff Fatality. 4.5. Serious Illness. 4.6. Staff placed in quarantine due to exposure. 4.7. Operational impact due to quarantine and possible illness/fatality.	4	B	4B	4.8. Company Covid-19 Controls initiated: - Wearing of Masks, - Sanitising of Hands, - Social distancing, - Stay home when sick.	3	B	3B	4.9. All traveling staff to be fully vaccinated.	1	C	1C
5	Operational and Maintenance Activities including Accommodation and Client interactions.	There is a Risk that Crew and Staff are contaminated during their normal duties due to:	5.1. Unvaccinated persons/passengers at base. 5.2. Ineffective Covid-19 controls at Base (non-org). 5.3. Covid-19 infected or contaminated persons/	5.4. Staff Fatality. 5.5. Serious Illness. 5.6. Staff placed in quarantine due to exposure. 5.7. Operational impact due to quarantine and possible illness/fatality.	4	B	4B	5.8. Company Covid-19 Controls initiated: - Wearing of Masks, - Sanitising of Hands, - Social distancing, - Stay home when sick.	3	B	3B	5.9. All staff to be fully vaccinated.	1	C	1C



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[illegible]

HAZARD CLASSIFICATION

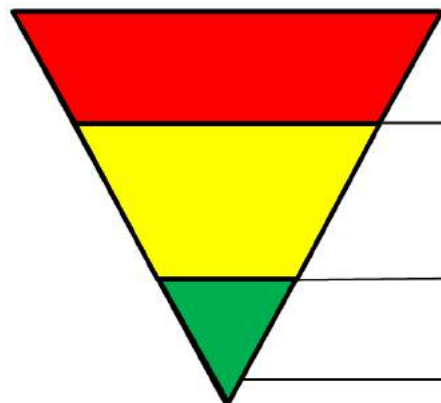
RISK ASSESSMENT MATRIX		SEVERITY				
		A Catastrophic	B Hazardous	C Major	D Minor	E Negligible
PROBABILITY	5. Certain/Frequent	5A Extreme	5B Extreme	5C Extreme	5D Moderate	5E Moderate
	4. Likely/Occasional	4A Extreme	4B Extreme	4C Moderate	4D Moderate	4E Moderate
	3. Possible/Remote	3A Extreme	3B Moderate	3C Moderate	3D Moderate	3E Low
	2. Unlikely/Improbable	2A Moderate	2B Moderate	2C Moderate	2D Low	2E Low
	1. Exceptional	1A Moderate	1B Low	1C Low	1D Low	1E Low



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HAZARD CLASSIFICATION



Level 1
Unacceptable

Level 2
Tolerable
depending on
mitigation

Level 3
Acceptable

Tolerability

(Extreme)
5A, 5B, 5C, 4A, 4B,
3A

(High / Moderate)
5D, 5E, 4C, 4D,
4E, 3B, 3C, 3D,
2A, 2B, 2C, 1A

(Low / Negligible)
3E, 2D, 2E, 1B,
1C, 1D, 1E

Action Required

Stop operation or process immediately. Unacceptable under the existing circumstances. Do not permit operation until sufficient control measures have been implemented to reduce the risk to an acceptable level. Top management approval required.

Caution. Ensure that risk assessment has been satisfactory completed and declared preventive controls are in place. Senior management approval of risk assessment before commencement of the operation or process.

May be acceptable with or without review by appropriate management. Requires tracking and possible action. There are acceptable policies and procedures in place, but improvement is possible.

Probability/Likelihood Matrix

Descriptor	Qualitative Definition	Value
Almost Certain/Frequent	Is expected to occur in most circumstances	5
Likely/Occasional	Will probably occur at some time	4
Possible/Remote	Might occur at some time	3
Unlikely/Improbable	Could occur at some time	2
Exceptional	May occur only in exceptional circumstances	1



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HAZARD CLASSIFICATION

Severity/Impact Matrix							
Descriptor	Severity Qualification Description						
	Aircraft	Injury	Revenue Loss	Damage to Environment	Damage to Assets	Damage to Reputation	Category
Catastrophic	Loss of aircraft	Multiple Fatalities	Massive loss, more than \$50 000	Massive Affect	Catastrophic damage, more than \$50 000	International implications	A
Hazardous	Severe structural damage to aircraft	Single Fatality	Major loss, less than \$50 000	Major Affect	Major damage, less than \$50 000	National implications	B
Major	Some structural damage to aircraft	Serious Injury	Substantial loss, less than \$10 000	Contained Affect	Substantial damage, less than \$10 000	Regional implications	C
Minor	Minor damage to aircraft	Minor Injury	Minor loss, less than \$5 000	Minor Affect	Minor damage, less than \$5 000	Limited localized implication	D
Negligible	Cosmetic damage to aircraft	Little to no Injury	Little to no revenue loss	Little to no Affect	Little to no damage	Little to no implication	E



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ACTION PLAN

MITIGATION CONTROL NUMBER		RESPONSIBLE PERSON	ACTION DATE (IF REQUIRED)
1	(2.9; 3.9; 4.9; 5.9)	Chris Venter	Upon approval of this Risk Assessment please proceed with the Solenta Vaccination Policy.
2			
3			
4			
5			
6			

The Above Risk Assessment and action plan as approved by the Accountable Manager or designated delegate, must be actioned per the required due date/s or as required. This Risk Assessment is subject to change pending Operational requirements.

Top Management hereby accept that the residual risk on this Risk Assessment has been appropriately assessed and has been reduced **As Low As Reasonably Practical (ALARP)**. The acceptance of this residual risk however does not mean that further mitigation could not be discovered going forward.

Any additional mitigation needs to be considered for implementation



RISK ASSESSMENT

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ASSESSOR and OHSE Manager:		Managing Director		Accountable Manager	
Name:	Luke Keyser	Name:	Paul Hurst	Name:	Drago Vasiljevic
Date:	25th of Nov '21	Date:	25 November 2021	Date:	25 November 2021
Signature:		Signature:	 	Signature:	 
Technical Director		Executive: Human Resources		AOC Safety Manager	
Name:	Johann Kruger	Name:	Chris Venter	Name:	Wade Laing
Date:	25 November 2021	Date:	25 November 2021	Date:	25/11/2021
Signature:	 	Signature:		Signature:	 



RISK ASSESSMENT

Issue: 2
Revision: 0
Revision Date: 18/01/2021
Document No: AOC-SAF-FRM-13

Assessment No:	RA-2021-029a	Revision No:	0	Revision Date:	18/10/2021
Assessment Description:	Business Risk Assessment - Solenta Staff COVID-19 Vaccination Requirements				
Assessor:	Luke Keyser				
Participants:	Wade Laing, Chris Venter, Johann Kruger, Drago Vasiljevic, Paul Hurst, Adrian Vroom, Bright Amisi				
Use hazard classification and risk matrix on page 3 - 5, extracted from the Safety Management System Manual (SMSM) [AOC-SAF-MAN-05] to complete the table below.					

#	Type of Operation & Activity.	Generic Hazard	Specific Components of the Hazard	Possible hazard-related consequences & its safety risk index	P	S	R	Existing defences to control safety risks & its safety risk index	P	S	R	Further action to reduce safety risks & resulting safety risk index	P	S	R
1	Contractual Responsibilities	There is a risk that the company incurs contractual penalties because of staff contracting Covid-19 due to:	1.1. Coming in to contact with individuals who are Covid-19 positive.	1.2. Staff requiring to be isolated in hotel/s incurring cost. 1.3. Non-operational aircraft due to staff shortage.	4	A	4A	1.4. Reactive deployment of additional staff if available. 1.5. Company Covid-19 Controls initiated: - Wearing of Masks, - Sanitising of Hands, - Social distancing, - Stay home when sick.	3	A	3A	1.6. If staff are vaccinated, a resistance to the virus can be expected that would reduce the onset of severe symptoms and recovery periods.	2	A	2A
2	Travel of Staff	There is a Risk that mandatory isolation periods in hotels are experienced due to:	2.1. Destination country requires mandatory isolation if not vaccinated.	2.2. Cost of isolation Hotel. 2.3. Non-operational aircraft due to staff shortage. 2.4. Cost of staff wages while in isolation. 2.5. Cost of staff extending their tours to accommodate staff in isolation.	4	A	4A	2.6. Company Covid-19 Controls initiated: - Wearing of Masks, - Sanitising of Hands, - Social distancing, - Stay home when sick.	4	A	4A	2.7. If staff are vaccinated, then no need for isolation.	2	A	2A



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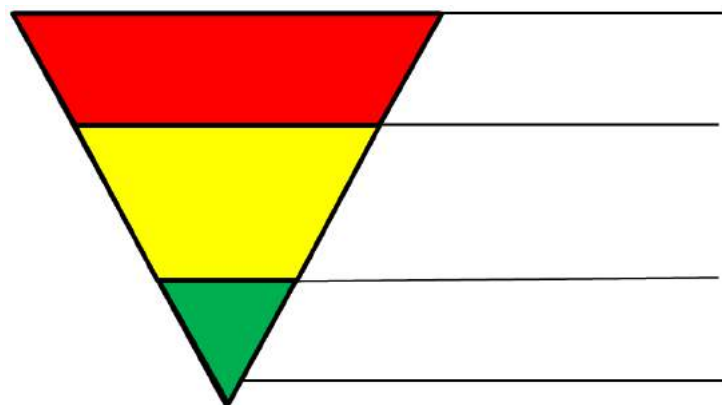
3	Travel Restrictions	There is a Risk that Travel Restrictions do not allow staff to enter countries due to:	3.1. Mandatory Vaccine Requirements	3.2. Staff shortage due to staff not being vaccinated. 3.3. AOG Aircraft.	4	A	4A	3.4. None	4	A	4A	3.5. Vaccination of travel staff.	2	A	2A
4	Loss Vs Vaccinations	There is a Risk that business losses versus vaccinations could be extensive due to:	4.1. Country Vaccination requirements, 4.2. Contractual Vaccination requirements, 4.3. Company Vaccination requirements.	4.4. Loss of Revenue and Contracts, 4.5. Company restructuring.	4	A	4A	4.6. None	4	A	4A	4.7. Solenta Vaccination Policy to reduce probability of Loss.	2	A	2A
5	N/A	N/A	N/A	N/A			N/A	N/A			N/A	N/A			N/A
6	N/A	N/A	N/A	N/A			N/A	N/A			N/A	N/A			N/A
7	N/A	N/A	N/A	N/A			N/A	N/A			N/A	N/A			N/A
8	N/A	N/A	N/A	N/A			N/A	N/A			N/A	N/A			N/A
9	N/A	N/A	N/A	N/A			N/A	N/A			N/A	N/A			N/A
10	N/A	N/A	N/A	N/A			N/A	N/A			N/A	N/A			N/A



RISK ASSESSMENT

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HAZARD CLASSIFICATION



Level 1
Unacceptable

Level 2
Tolerable
depending on
mitigation

Level 3
Acceptable

Tolerability	Action Required
(Extreme) 5A, 5B, 5C, 4A, 4B, 3A	Stop operation or process immediately. Unacceptable under the existing circumstances. Do not permit operation until sufficient control measures have been implemented to reduce the risk to an acceptable level. Top management approval required.
(High / Moderate) 5D, 5E, 4C, 4D, 4E, 3B, 3C, 3D, 2A, 2B, 2C, 1A	Caution. Ensure that risk assessment has been satisfactory completed and declared preventive controls are in place. Senior management approval of risk assessment before commencement of the operation or process.
(Low / Negligible) 3E, 2D, 2E, 1B, 1C, 1D, 1E	May be acceptable with or without review by appropriate management. Requires tracking and possible action. There are acceptable policies and procedures in place, but improvement is possible.

Probability/Likelihood Matrix

Descriptor	Qualitative Definition	Value
Almost Certain/Frequent	Is expected to occur in most circumstances	5
Likely/Occasional	Will probably occur at some time	4
Possible/Remote	Might occur at some time	3
Unlikely/Improbable	Could occur at some time	2
Exceptional	May occur only in exceptional circumstances	1



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HAZARD CLASSIFICATION

Descriptor	Severity/Impact Matrix						
	Severity Qualification Description						
	Aircraft	Injury	Revenue Loss	Damage to Environment	Damage to Assets	Damage to Reputation	Category
Catastrophic	Loss of aircraft	Multiple Fatalities	Massive loss, more than \$50 000	Massive Affect	Catastrophic damage, more than \$50 000	International implications	A
Hazardous	Severe structural damage to aircraft	Single Fatality	Major loss, less than \$50 000	Major Affect	Major damage, less than \$50 000	National implications	B
Major	Some structural damage to aircraft	Serious Injury	Substantial loss, less than \$10 000	Contained Affect	Substantial damage, less than \$10 000	Regional implications	C
Minor	Minor damage to aircraft	Minor Injury	Minor loss, less than \$5 000	Minor Affect	Minor damage, less than \$5 000	Limited localized implication	D
Negligible	Cosmetic damage to aircraft	Little to no Injury	Little to no revenue loss	Little to no Affect	Little to no damage	Little to no implication	E



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ACTION PLAN

MITIGATION CONTROL NUMBER		RESPONSIBLE PERSON	ACTION DATE (IF REQUIRED)
1	(1.6.; 2.7.; 3.5.; 4.7.)	Chris Venter	Upon approval of this Risk Assessment please proceed with the Solenta Vaccination Policy.
2			
3			
4			
5			
6			

The Above Risk Assessment and action plan as approved by the Accountable Manager or designated delegate, must be actioned per the required due date/s or as required. This Risk Assessment is subject to change pending Operational requirements.

Top Management hereby accept that the residual risk on this Risk Assessment has been appropriately assessed and has been reduced **As Low As Reasonably Practical (ALARP)**. The acceptance of this residual risk however does not mean that further mitigation could not be discovered going forward.

Any additional mitigation needs to be considered for implementation



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ASSESSOR and OHSE Manager:		Managing Director		Accountable Manager	
Name:	Luke Keyser	Name:	Paul Hurst	Name:	Drago Vasiljevic
Date:	25th of Nov '21	Date:	25 November 2021	Date:	25 November 2021
Signature:		Signature:	 	Signature:	
Technical Director		Executive: Human Resources		AOC Safety Manager	
Name:	Johann Kruger	Name:	Chris Venter	Name:	Wade Laing
Date:	25 November 2021	Date:	25 November 2021	Date:	25/11/2021
Signature:	 	Signature:		Signature:	
Logistics Director		Finance Director			
Name:	Adrian Vroom	Name:	Bright Amisi	Name:	
Date:	25 November 2021	Date:	25 November 2021	Date:	
Signature:	 	Signature:	 	Signature:	