



TO: All Thorburn Employees

CC: Directors and Managers

FROM: Franz Verhufen

DATE: 25 January 2022

RE: URGENT - Mandatory COVID-19 Vaccinations

Dear Employee,

Since June 2021 Thorburn and TSEBO have been consistently requesting and asking employees to disclose their vaccination as to ensure a safe working environment. Various reminders and updates have been shared with employees that Thorburn will apply a **Mandatory Vaccination Policy** with effect from **1 February 2022**.

Due to the nature of our services and inherent risk as a security provider where our employees are exposed to fellow colleagues, customers, contractors, visitors and public at large, it has been decided to introduce a Mandatory Vaccination Policy.

Please note that Thorburn will apply a "top – down" approach on tracking and addressing un-vaccinated employees, subject to customer specific requirements where vaccinations have been deemed to be mandatory.

Employees who wish to apply for exemption have a final opportunity to do so by 31 January 2022. Please complete the standard exemption form and submit to your line manager. Effective as from 1 February 2022, Thorburn may commence with an **incapacity process** for those **employees who are not vaccinated**, taking into consideration the inherent job requirement, or if an exemption request has been declined.

If you have been vaccinated, please provide your **vaccination card to your line manager**, or alternatively sent a **picture of your vaccination card** to our **WhatsApp Number: 066 177 0613**.

Should you have any queries in this regard, please feel free to contact your Line Manager or Regional HR support.

Yours sincerely

A handwritten signature in black ink, appearing to read "F. Verhufen".

Franz Verhufen
HR Director