


Document Number: POL-018	<b>COVID-19 Vaccination Policy</b>	
Revision: REV-001		
Date: 17/09/2021		

## **1. PURPOSE**

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The purpose of this policy is to; maintain a safe working environment for all employees of VEGA, as well as the visitors /clients that may visit VEGA offices from time-to-time and the clients we see at their places of work; to, as far as possible, protect each member of staff as they are exposed to the COVID-19 Corona Virus as they carry out their work duties on a daily basis; to address certain operational requirements within VEGA where mandatory vaccination is necessary.

## **2. COVID 19 DIRECTION**

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This COVID-19 Vaccination Policy was developed to facilitate the proper and effective application of the Occupational Health and Safety Act 85 of 1993 read together with the Consolidated Direction on Occupational Health and Safety Measure in Certain Workplaces, as updated and published by the Minister of Employment and Labour.


On the 11 June 2021 the Department of Employment and Labour issued a Consolidated Direction on Occupational Health and Safety (Directive) which permits an employer to implement a mandatory workplace vaccination policy subject to specific guidelines.

In view of the above, a few of VEGA's customers have indicated that entry to or work on site is only permitted by vaccinated contractors and service providers. Or in some cases, leniency is provided where non-vaccinated contractors and service providers are allowed on site when a negative COVID test is accepted before entry. These, together with other considerations shall be expanded upon under this policy.

## **3.COVID-19 VACCINATION**

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VEGA has always maintained a safe working environment for all employees as far as is reasonably possible. It is also the duty of every employee to look after their own safety and those with whom they come into contact with through their work duties.

Document Number: POL-018	<b>COVID-19 Vaccination Policy</b>	
Revision: REV-001		
Date: 17/09/2021		

We thus bring to your attention that the COVID-19 vaccine is now accessible to all age groups from 18 years upwards.

The current COVID-19 vaccines available in South Africa is Pfizer-BioNTech which has a reported efficacy +/-90-95%. This is available in a multiple dose vial of 0.3ml

The Johnson and Johnson has a reported efficacy of +/-66 - 72%. This is available in a single vial dose of 0.5ml.

Read more about the vaccines here:

<https://www.gov.za/covid-19/vaccine/vaccine>

<https://www2.hse.ie/screening-and-vaccinations/covid-19-vaccine/pfizer-biontech/>

<https://www.jnj.com/johnson-johnson-announces-data-to-support-boosting-its-single-shot-covid-19-vaccine>


<https://www.cdc.gov/coronavirus/2019-ncov/vaccines/vaccine-benefits.html>

<https://www.hopkinsmedicine.org/health/conditions-and-diseases/coronavirus/is-the-covid19-vaccine-safe>

#### **4.VACCINATION POLCIY AND ROLL OUT**

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4.1 A risk assessment RSK -004 (see clause 5 below) has been completed against various job roles within the company, taking into consideration the requirements of the position and the exposure to possible contraction and transmission of COVID-19 through work activities. Additionally, this risk assessment takes into account those employees who, by virtue of their age and/or underlying medical concerns may develop serious illness and/or side effects when contracting the COVID-19 Corona Virus. This policy was developed after careful consideration of issues relating to public health, efficient operation of VEGA's business as well as the constitutional

Document Number: POL-018	<b>COVID-19 Vaccination Policy</b>	
Revision: REV-001		
Date: 17/09/2021		

rights of employees, including the right to bodily integrity and to freedom of religion, belief and opinion.


4.2 High and Critical Risk Employees and/or Job Functions, as indicated in RSK-004, are required to be fully vaccinated by 1 January 2022. Critical and High Risk Rated positions will fall into phase 1 of the mandatory vaccinations within VEGA

4.3 All other employees falling within the lower risk categories, namely Substantial and Possible Risk Rating, are to be vaccinated in accordance with phase 2 of VEGA's mandatory vaccination policy. These members of staff are required to be fully vaccinated by the 1 March 2022.

4.4. Employees required to be vaccinated under this policy must submit their vaccination card after the first dosage has been administered as well as after the second dose has been administered.

4.5 There may be justifiable circumstances, especially in relation to an inherent requirement of the job, that an employee will be required to vaccinate sooner than provided for in 4.2 and 4.3 above, for example as a result of them being unable to perform their duties without the requisite vaccination. This will be decided on a case by case basis in consultation with the effected employee, in as far as this policy does not cover the procedure thereof.

4.6 This COVID-19 Vaccination Policy is effective immediately. Each staff member is required to meet the deadlines for full vaccination for their respective department or job function, subject to the availability of the vaccine for each employee. It is the responsibility of each employee, who under this policy is required to be vaccinated, to ensure they are registered timeously to receive a dose of the vaccine. Such failure may, depending on the circumstances and the measures taken by the employee to register timeously, amount to failure to carry out a lawful duty by an employee and result in disciplinary steps being taken against such employee. VEGA shall, as far as possible, assist employees with registering for the Covid 19 Vaccine.

Document Number: POL-018	<b>COVID-19 Vaccination Policy</b>	
Revision: REV-001		
Date: 17/09/2021		

4.7 Employees who present with symptoms between one to three days after having a COVID-19 vaccination may be permitted into the workplace, as the requirement to refuse entry to these employees will not apply.

4.8 In the event of an employee suffering side effects as a result of the COVID-19 vaccination, and due to such side effects is unable to work, such employee must either:

4.8.1 be placed on paid sick leave where their sick leave entitlement in terms of the Basic Conditions of Employment Act, 1997 has been exhausted, alternatively

4.8.2 a claim for compensation may be lodged in terms of the Compensation for Occupational Injuries and Diseases Act, 1993.


4.9 A vaccination certificate from an official vaccination site may be accepted by the employer instead of a medical certificate, where the employee is placed on sick leave.

## **5.RISK ASSESSMENT**

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5.1 The COVID Risk Assessment, RSK-004, should be read in conjunction with this document POL-018. RSK-004 includes the basic functions of each department and the duties and tasks that are expected to be carried out in the normal execution of business and business requirements in relation to that department.

5.2 In terms of the RSK-004, the employees deemed to be High and Critical Risk, shall include those employees who, through work duties/activities are easily exposed to multiple environments where the COVID19 virus can be contracted or transmitted on a daily bases, thereby causing illness to themselves, VEGA's customers and potentially other employees at VEGA. Such employees shall therefore be dealt with in terms of 4.2 above. In terms of the RSK-004, the employees deemed to be High and Critical Risk, shall include those employees who, through work duties/activities are easily exposed to multiple environments where the COVID19 virus can be contracted or transmitted on a daily bases, thereby causing illness to themselves,

Document Number: POL-018	<b>COVID-19 Vaccination Policy</b>	
Revision: REV-001		
Date: 17/09/2021		

VEGA's customers and potentially other employees at VEGA. Such employees shall therefore be dealt with in terms of 4.2 above


5.3 For the purposes of this policy and RSK-004 employees who due to age and underlying medical concerns might have serious illness and/or side effects when contracting the Corona Virus, shall be deemed to fall under the High Risk rated category and accordingly are required to vaccinate in accordance with phase 1 of this vaccination policy as provided for in 4.2 above.

5.3.1 According to the World Health Organization, the following people are considered high risk:

- Older people (60 years and over)
- People with underlying medical problems such as but not limited to,
  - cardiovascular disease
  - Diabetes
  - Chronic respiratory disease
  - Cancer

5.3.2 Should an employee suspect they fall within the category of High Risk, due to age and underlying medical concerns, they are responsible for notifying the relevant managerial officer of their condition, whereafter appropriate steps will need to be taken in accordance with 4.2 above.

5.4 All employees not falling into categories of High or Critical Risk, shall be dealt with in terms of 4.3 above. These include all employees who do not perform work activities outside VEGA's offices. Contraction and transmission by these identified employee's places additional risk on VEGA's health and safety requirements within the building(s) as well as additional pressure on VEGA's operational requirement, where for example an entire floor or department would need to be quarantine as a result of an outbreak of COVID-19. Therefore, in order to ensure the safety and effective operation of VEGA's business activities, these employees are also required to submit

Document Number: POL-018	<b>COVID-19 Vaccination Policy</b>	
Revision: REV-001		
Date: 17/09/2021		

to a mandatory vaccination as provide for in 4.3 above, and subject to the terms of implementation of this policy.

## **6. VACCINE INCENTIVE**


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- 6.1 VEGA will allow each staff member paid time off work to get vaccinated. This must be confirmed with your completed vaccination card, for each day taken.
- 6.2. This will not affect your annual or sick leave days.
- 6.3 VEGA will provide administrative support to assist employees to register on the Electronic Vaccine Data System Registration Portal for COVID-19, should an employee require same. The employee will be responsible for approaching the relevant officer at VEGA (Natalie Barnes) for assistance with registration for the Vaccine.

## **7. ANTI-VACCINATION EMPLOYEES**

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- 7.1 Should an employee refuse to be vaccinated on any constitutional or medical grounds, the employee
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    - 7.1.1.1 May seek guidance from a health and safety representative or worker or trade union official upon request
  - and/or
  - 7.1.2 Maybe referred for further medical evaluation should there be a medical contraindication for vaccination, in the case of refusal to be vaccinated on medical grounds;
- 7.2 In the event that an employee chooses not to be vaccinated and this decision effects the employee's ability to carry out their duties, including; denied entry onto customer sites for sales and/or service or to provide training or complete deliveries; not being able to travel for work requirements, such as seminars and training, events, or

Document Number: POL-018	<b>COVID-19 Vaccination Policy</b>	
Revision: REV-001		
Date: 17/09/2021		

industry and work-related requirements, and is thereby incapable of executing his/her duties to the company's expectations, the following steps shall be implemented

7.2.1 VEGA shall attempt to, as far as practically possible and within reasonable financial constraints, accommodate said employee's inability to perform their duties by making alternative arrangements, thereby accommodating same. Where no other reasonable means can be achieved to accommodate said employee and the performance of their duties and there are no alternative measures other than mandatory vaccination then, considering VEGA's scope of work and available opportunities within the company at the given time, VEGA will invite the employee to an interview for the position/s available.

7.2.2 In the event that the employee does not accept the position available together with the terms of contract for this position, or VEGA is not able to offer the employee a suitable position, the employee is then encouraged to seek alternative employment. This shall be a measure of last resort, and shall be conducted in consultation with the employee, taking into consideration the constitutional rights of such employee.

7.3 Other than those employees who, due to an inherent requirement of the job as provided for in 7.2 above, choose not to be vaccinated and require to work from the office on a daily basis or from time-to-time, such employees must;

7.3.1 furnish VEGA with a COVID-19 negative Antigen test on a weekly basis – That is every Monday morning before work commences at 8:00am, or

7.3.2 when an employee is expected in the office, a COVID-19 negative Antigen Test is required before allowing an employee into VEGA offices. This includes all VEGA South Africa premises.

Provided that, VEGA has reasonably attempted to accommodate such employee in the office through various measures to limit their contact to other employees so as to dispense with the need for such test, unless no other reasonable means can be




Document Number: POL-018	<b>COVID-19 Vaccination Policy</b>	<b>VEGA</b>
Revision: REV-001		
Date: 17/09/2021		

achieved in order to ensure the safe and efficient operation of VEGA's working environment other than the required COVID-19 Negative Antigen Test.

7.4 When a non-vaccinated VEGA employee is required to furnish a customer's site/office with a COVID-19 negative Antigen Test before being allowed on site, it shall be deemed an inherent requirement of that job function to undertake a COVID-19 Negative Antigen Test.

7.5 All tests required under clause 7.3 and 7.4 are at the expense of the employee.

7.6 In the event that an employee is willing to be vaccinated but, due to underlying medical conditions and in light of research relating to contraindication against vaccination, is unable to do so, the employer must take all reasonable measures available to accommodate such employee's underlying condition and inability to vaccinate, including dispensing with the requirement for a weekly COVID-19 Negative Antigen Test. Such measures may include, but are not limited to, working from home.

Approved by:	Frederik Streicher	Managing Director	20/09/2021	
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