

WOOLWORTHS

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Woolworths SA Head Office Campus and Divisional offices and any Satellite HO premises as a Covid Safe Zone - Implementation Approach

1. Overview

In moving to a hybrid work model where employees are expected to spend more time in the office, the company has decided that as one of the measures to minimise the impact of Covid-19 and support safety measures aligned with increased presence in the premises to implement a Covid Safe Zone for Head Office and any of its Satellite offices and Divisional offices.

A hybrid model allows for a flexible mix of employees being in the office and working from home with the intent of employees spending two days a week in office as determined by operational needs.

This is also in support of and follows numerous communications over an extended period from the Group Chief Executive Officer on the subject encouraging employees to be vaccinated in addressing the needs of the company to ensure the premises are a Covid Safe zone.

This is aligned to the perspective that the vaccine, in association with other safe practices, is a powerful tool that minimises the impacts of the virus and, helps in reducing serious illness or death associated with Covid-19.

A Covid safe office for Head Office and Divisional Offices will ensure that employees have an increased level of safety relating to the virus when in any of the offices. The safety of premises regarding Covid-19 is a requirement of the OHS regulations and, this goes a long way to meet that intent to which the company subscribes.

This approach will require anyone entering the premises must be fully vaccinated or present a valid C19 negative Antigen test result (no older than 24 hours) every day when they arrive at work, The test will be at their own cost. This is subject to the provisions of this implementation approach. Please also see communication from Chantel Reddiar of 27/01/22 headed "Returning to a Covid Safe Office" as a backdrop to this Implementation Approach. This comes after an extended period where the intent of having fully vaccinated employees has been regularly communicated.

The safety of premises regarding Covid-19 is a requirement of the OHS regulations and, this goes a long way to meet that intent to which the company subscribes.

2. Vaccination requirements

In line with this approach as outlined above and with effect 14/02/22 anyone entering Woolworths HO campus buildings, Divisional offices, or any satellite HO premises (the premises) will be required to show proof of being fully vaccinated (Johnson & Johnson one dose vaccine, and two dose Pfizer vaccines) or at minimum, in the case of the Pfizer vaccination, be able to show that one vaccination has been administered and that the second one is booked for a date 42 days after the initial vaccine.

Failing the above a valid negative rapid Antigen test must be produced that was conducted no later than 24 hours before the employee arrives at works.

Please note these provisions do not, currently apply to training venues outside HO.

Information regarding Rapid Antigen tests will be available on Imbizo (Covid-19 portal) and the MyW app.

2.1 Implementation approach confirmation

This approach is effective 14th February 2022. No exception to this will be allowed apart from the option where unvaccinated employees may request an exemption to this as explained further on and, where this is granted or, where a limited period arrangement to be vaccinated is in effect.

The overarching intent is to have any person entering the premises to be fully vaccinated to ensure that the premises are Covid Safe for the benefit of all in those premises.

3. Who does this apply to specifically (to provide clarity):

No unvaccinated person may be on the premises unless an exemption is granted as per later sections, or they present a negative rapid antigen test. In the event of a limited period arrangement being in place as per later sections, those employees are required to fulfil the obligation of undergoing a rapid Antigen test for each day they are required at work until the first vaccine is obtained.

3.1 The following list is provided to help clarify questions related to Implementation Approach application

The approach applies to:

- All permanent employees entering the premises.
- All Temporary or Limited Period employees and any other employee in an employment contract of a temporary nature
- All contractors irrespective of the duration of their contract
- Anyone working on an ad-hoc basis on the premises e.g. consultants, freelancers, tradesmen and women
- All contractor employees working on the premises e.g. Cleaning and Security staff.
- Any supplier agent, or other visitor in any capacity

4. Limited period arrangement

In the case of unvaccinated employees they are in terms of this Implementation Approach provided 50 days to show the company that they are fully vaccinated. Please note that in consideration of the 42 day window between the two Pfizer vaccinations employees would need to have completed their first vaccination to meet the deadline for the 50 day (05 April 2022) by 22nd February 2022. Employees in this group who are to be vaccinated with the Johnson and Johnson vaccine have until the 05 April 2022 to show that they have had the one required Johnson and Johnson vaccination.

During the interim period prior to the first Pfizer vaccination or, first and final Johnson &

Johnson vaccination, the employee must provide a rapid Antigen test each day as per requirements of this Implementation Approach, where the employee is required at work based on operational requirements of the business. Once vaccinated this obligation will fall away.

5. What is the requirement to confirm vaccination?

All persons will be required to show a valid vaccination certificate on entry or, as per possible future plans to streamline the process, by way of a card/tag identifier. Any unvaccinated person, or any person who can't present a valid rapid Antigen test will not be allowed on the premises.

The required proof of vaccination must be either in a paper/document form provided by the administering body or, by providing a copy of the electronic version that is available for download to mobile devices confirming that the person is either double vaccinated (in the case of Pfizer) or single vaccinated (in the case of Johnson and Johnson).

The requirement is "fully vaccinated" apart from exceptions considered and granted in 4 and 6 of this Implementation Approach.

5.1 Booster vaccinations

In order to maintain the status of being "fully vaccinated" or "fully protected" proof of administration of the booster vaccination dose will be required at a later stage. This is subject to availability as advised by the Department of Health and medical requirements as advised by the DOH, CDC and WHO.

6. Exemption applications

Where an employee is unvaccinated and who has not made use of the opportunity to start vaccinations within 8 (eight) days of this implementation approach date, they will not be allowed access to the premises. Where an employee decides that they wish to ask for an exemption on grounds of constitutional reasons or, medical grounds then they may request to be provided guidelines by HR on the procedure to make an application for an exemption to the panel as arranged for this purpose. Applications will be acknowledged and, a response provided within 7 working days of submission to the panel. The decision of the panel is final. Employees making use of this procedure will be required to present a rapid Antigen test prior to the decision of the panel being provided where the employee is required at work. Where the panel response does not make allowance for not taking the Rapid Antigen testing as part of the response, the employee will be required to continue taking the rapid Antigen Test and provide a negative result as noted above.

A copy of this procedure is available.

7. Possible employment relationship outcomes for employees who are unvaccinated or refuse to provide Antigen test results as provided for as options in this Implementation Approach

7.1 Where an application is turned down by the panel further processes relating to the employment relationship will be discussed with the employee at the time. There will be strong support for vaccination, or counselling to assist the employee decide in this regard depending on the nature of the application for exemption or, consideration of a

disciplinary or incapacity approach to the situation may be decided upon. At the company's request further, medical evaluation might be required in the instance that the impacted person claims it is based on medical reasons.

7.2 Where an employee refuses to follow any of the options provided in this approach this may lead to disciplinary or incapacity proceedings.

8. Education material related to Covid-19 vaccines

The company has provided over a long period a wide range of information relating to Covid-19 and Covid -19 vaccinations. Employees have access to this. Please find material relating to Covid 19 and Covid 19 vaccines on imbizo at the Covid-19 portal. Please also find information on the MYW App in this regard. This is to enable employees to make an informed decision around the benefits of the vaccination. Information on Rapid Antigen Testing will be provided on Imbizo and MyW shortly.

9. Transport for vaccinations and on-site provision of vaccinations

In support of assisting employees to be vaccinated, in line with 2.1, where required transport will be provided to from vaccination site within 10km of the premises. The employee will have to ensure that they have made the necessary arrangements i.e. registered on the EVDS system and an appointment for the vaccination. Transport arrangements will only be covered if the vaccination is administered. Leave provision for vaccinations as per Implementation Approach applies in this regard.

10. Access to Health and Safety representatives, and counselling services

As support services to assist employees in the process of understanding the benefits of the Covid-19 vaccination. Please be advised that should employees wish to receive counselling regarding the safety of vaccinations, or access to a company Health and Safety Representative, or a conversation with HR, the OHP / Company Wellness solutions this can be arranged by contacting the relevant HRBP.

11. Objections to this Implementation Approach

Any employee who objects to this Implementation Approach in respect of its impact on them personally should within 7 working days of the publication of the implementation approach on Imbizo make written representations to: implobjection@woolworths.co.za . A response will be provided in writing within a reasonable period from submission. In the interim the requirements of the Implementation Approach in terms of a negative Antigen test remains.

12. Further details and guidance

Additional information, guidance, and communication will be provided to Line Management, HR, and employees as necessary going forward regarding the detail of implementing this Implementation Approach. In addition, further information will be available on Imbizo and MyW App.

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