

Memorandum

To: All Head Office Employees
From: Wilma Stolz – Shared Services Director
Date: 3 December 2021
RE: RETURN TO WORK AT OFFICES : 3 JAN 2022

Dear Employee

A decision was made that all employees must return to work at the offices in both Middelburg and Lydenburg on 3 January 2022.

It has to be noted that, as a responsible company we have the obligation to look after the interest of the company as well as all of our employees, and the following will apply going forward from 3 Jan 2022.

- Employees must report with either a proof of vaccination or a negative Covid-19 test on 3 January 2022.
- The same rule will apply to employees returning from leave any time after 3 Jan 2022.
- Regular Covid 19 testing will be required within set timeframes from Jan 2022 onwards.
- All rules as stipulated in SOP115 Rev 3 Paragraph 4.9 will apply.

Trusting that together we can minimize the risk.

Please stay safe:

Vaccinate

Mask up

Social distance

Sanitize

Kindly ensure that this is communicated to all employees reporting to you who might not have access to emails or not received the message.

Best regards,


Wilma