



GRINDROD GUIDELINE ON MANAGEMENT OF CONTAGIOUS DISEASES IN THE WORKPLACE

	NAME	DESIGNATION	DATE
Approved	Executive Committee	Executive Committee	March 2020
Reviewed	Thabo Moabi	Group Human Resources Manager	March 2020
Compiled	Nolan Naicker	Employee Relations and Transformation Manager	March 2020

1. PURPOSE

- 1.1 The purpose of this policy is to regulate health and safety threats that bear a risk to and/or has an effect on the workplace.
- 1.2 Specifically, the policy seeks to address the risk posed to the workplace by contagious diseases (e.g. coronavirus) and steps that employees are required to take in order to curtail the spread of such diseases within the workplace when such poses a reasonably conceived threat thereto.

2. SCOPE

The Guideline applies to all employees.

3. PRIORITISING HYGIENE

- 3.1 Medical research demonstrates that proper hygiene practices help alleviate the spread of contagious diseases by reducing the number of persons exposed to the mediums by which such diseases are transferred.
- 3.2 For certain diseases (e.g. the coronavirus), viruses are spread via the air (i.e. by inhaling released particles of the virus once released by a person who has already contracted the virus) or via contact with the eyes, nose or mouth after physically touching an area containing particles of the virus (e.g. door handles, electronic equipment and so on).
- 3.3 It is thus important that employees take necessary measures to implement safe hygiene practices, in order to prevent the transfer of communicable diseases, as follows:
 - 3.3.1 Wash hands frequently and thoroughly throughout the day whilst in the workplace;
 - 3.3.2 Where available, make regular use of hand sanitizers;
 - 3.3.3 Wipe down common use surfaces (e.g. door handles, machinery, etc.) before touching same directly and/or make use of a barrier (e.g. disposable tissue, gloves etc.) between your skin and common use surfaces;
 - 3.3.4 Avoid touching your face, nose and mouth with your hands;
 - 3.3.5 Maintain social distancing of at least 1.5 metres;
 - 3.3.6 Wear a face mask.

- 4.1 If an employee suspects that they have become infected with a contagious disease (e.g. coronavirus which will present with flu-like symptoms such as cough, fever and shortness of breath) or come into contact with a person who may be infected with a contagious disease, such person is required to contact their manager/supervisor immediately to advise them of the circumstances under which such infection and/or contact may have occurred. Such manager/supervisor (together with the assistance of relevant Safety personnel and support services), will then advise the individual of the necessary steps to be taken (which may include a period of self-quarantine away from the workplace and/or a request for testing to be completed before returning to the workplace).
- 4.2 Employees of the Company are required to, as soon as reasonably possible, advise their managers:
 - 4.2.1 if they are going for testing for a contagious disease;
 - 4.2.2 if they are to be quarantined; and
 - 4.2.3 of the outcome of any testing conducted;in order that timeous and appropriate support can be provided and/or mitigating steps can be taken within the organisation to prevent possible spread of the disease.
- 4.3 Management, in line with appropriate health and safety precaution procedures, may investigate and identify possible persons (based on non-discriminatory factors) who may have been exposed to a contagious disease. Once identified, such employee will be required to follow the outcome of the process as determined in terms of clause 4.1 above.

5. APPLICABLE LEAVE WHILST ON QUARANTINE

- 5.1 "Sick leave" will be applicable in the following scenarios:
 - 5.1.1 Should an employee proceed on a period of quarantine and subsequently test positive for a contagious disease (e.g. coronavirus).
 - 5.1.2 In unconfirmed cases where the reason for quarantine is due only to the experiencing of symptoms before or after presenting for work.
 - 5.1.3 Should an employee proceed on a period of quarantine and subsequently test negative for a contagious disease (e.g. coronavirus), if the reasonably suspected or confirmed source of contact or infection is work-related.
- 5.2 In circumstances where an employee makes close contact with a person suspected or confirmed to have been infected with a contagious disease (coronavirus) outside of the workplace, and is required to be placed in quarantine, the company retains the discretion to apply unpaid leave (and not sick leave) if the said contact is determined to have been caused by reckless conduct in breach of:
 - 5.2.1 national COVID-19 safety protocol; or
 - 5.2.2 workplace COVID-19 rules.
- 5.3 The Company may request proof of the grounds upon which "sick leave" is requested and may further refuse to grant such leave" if sufficient proof is not presented.
- 5.4 Should an employee be found to be abusing (i.e. making illegitimate / wrongful use of) leave provisions granted in terms of this guideline, such employee will be subjected to disciplinary action leading to dismissal once found guilty.

- 5.5. Should an employee's function be of such a nature that they are able to continue performing their function whilst away from the workplace (i.e. remotely), no leave will be applicable for any period spent on quarantine unless such employee is able to provide medical proof that they were incapable of performing their function due to illness during such period, in which case sick leave provisions will be applicable.

6. VACCINATIONS

- 6.1 Grindrod considers any national and / or global vaccination preventative plan as an integral part of the measures necessary to combat the spread and / or effects of a contagious disease (e.g. Coronavirus). It is for this reason that Grindrod encourages employees to participate in relevant vaccination programmes as and when vaccines become available in respect of those employees.
- 6.2 Grindrod undertakes to provide employees with information regarding the vaccinations and vaccination process used within the country at a specific point in time to assist employees in making informed decisions when participating in a vaccination programme.
- 6.3 Due to the employment functions within Grindrod being of such a nature that employees are, within the framework of Grindrod's rules and regulations relating to preventing the spread of contagious diseases in the workplace, regarded as:
- 6.3.1 "low risk exposure occupations" (as defined in the *Directive on Compensation for Workplace-Acquired Novel Coronavirus Disease (COVID-19) dated 23 July 2020*); and
- 6.3.2 Not requiring "high risk exposure" (as defined in *Guidelines for symptom monitoring and management of workers for SARS-CoV-2 infection (version 6: 12 December 2020)*,
- vaccinations will presently not be mandatory for Grindrod employees. This approach may however be subject to change pending further governmental Directives / Regulations and / or further scientific data which mandates compulsory vaccinations in the interests of health and safety.
- 6.4 When an employee participates in a vaccination programme, such employee:
- 6.4.1 Will be entitled to paid time-off for the duration of the vaccination process (and requisite travel time that may be required) provided that such employee, prior to proceeding to be vaccinated, advises his or her line manager that he or she is scheduled to be vaccinated on a specified time and date and provides proof thereof at least 5 (five) days prior to the planned vaccination date.
- 6.4.2 May be granted sick leave if the employee is unable to attend work due to the experiencing of side-effects following vaccination, subject to the employee providing a valid COVID-19 vaccination certificate and / or a medical certificate indicating an incapacity to work.
- 6.5 Should an employee be found to be abusing (i.e. making illegitimate / wrongful use of) the sick leave and/or paid time off entitlements in terms of clause 6.4, such employee will be subjected to disciplinary action leading to dismissal once found guilty.

7. DEVELOPMENT OF GUIDELINE

Due to the evolving nature of contagious diseases and geographical/medical developments relating thereto, the Company will from time to time effect amendments on these guidelines. Where amendments are made, such will be communicated to employees via normal communication channels and implemented immediately after such changes occur.

8. POPIA

The right to privacy is an integral human right recognised and protected in the South African Constitution and in the Protection of Personal Information Act 4 of 2013 ("POPIA"). Grindrod is committed to compliance with POPIA and other applicable legislation, protecting the privacy of data subjects and ensuring that their personal information is used appropriately, transparently and securely. Please refer to Grindrod's Protection of Personal Information (POPI) Policy.