

Readiness in our workplace

In line with the guidance provided by our President, we will take every precaution necessary to ensure health and safety protocols are followed and managed. Our facilities team have been working hard in order to prepare our workplace for the gradual return of people to the office.

These measures include:

- Deep office cleaning which took place between August 2020.
- Employees are restricted to entering the premises between 8am and 6pm daily. Times not within this range are reserved for specialist cleaning of the office environments to be performed.
- Kitchen doors, doors to office areas, and entrances to restrooms will remain open to reduce contact.
- Temperature scanning will take place at all office entrances.
- The President called on all South Africans to wear protective face masks before leaving their homes and the company will provide all employees with two cloth face masks to be worn at the office.
- Visitors may not enter our premises unless they are wearing protective face masks.
- Security guards, receptionists and store men will be equipped with all necessary PPE.
- Office spaces will be prepared to enable social distancing, including reducing the number of chairs from meeting rooms and workstations. Virtual meetings should continue at the office, unless unavoidable.
- Hand sanitizers in all open areas will be made available for regular use including in kitchen spaces.
- Tea, coffee, and milk will be provided in individualised sachets and all plastic cutlery will be discarded after use. Anti-viral aerosol sprays will also be supplied in kitchens to sanitise any bags or containers brought into the kitchen by employees.

Principles for employees returning to work

To ensure all employees returning to the office feel safe and support the measures that our facilities team are putting in place, the following measures will be strictly adhered to:

- Wearing of masks:
When first returning to work, employees must not leave home unless they are wearing a protective face mask that covers their nose and mouth. The company has provided two cloth face masks of alternate colours to each employee. This aims to remind the employee to change and wash their masks daily.
- We continue to encourage all employees to avoid touching their nose, mouth and eyes after touching surfaces, and regularly wash or sanitize hands, practice social distancing of more than two metres, and if coughing or sneezing, to use a tissue and discard this immediately.

We remain committed to doing all that we can to help our clients get through this testing and unprecedented time.