



PC MANIACS

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PC Maniacs (PTY) LTD (Registration number: 2019/154006/07)

Policy brief and purpose

This company policy includes the measures we are actively taking to mitigate the spread of coronavirus. You are kindly requested to follow all these rules diligently, to sustain a healthy and safe workplace in this unique environment. It's important that we all respond responsibly and transparently to these health precautions. We assure you that we will always treat your private health and personal data with high confidentiality and sensitivity.

Furthermore, it is now the individuals, responsibility to ensure that these measures are adhered to at all times, failing which disciplinary action may be instituted by the company. The Government has warned that a fine will be imposed if you are found in public without wearing a face mask.

This coronavirus (COVID-19) company policy is susceptible to changes with the introduction of additional governmental guidelines. If so, we will update you as soon as possible by email.

Scope

This coronavirus policy applies to all of our employees who physically work in our office(s) or on site at client premises. We strongly recommend to our remote working personnel to read through this action plan as well, to ensure we collectively and uniformly respond to this challenge.

Policy elements

Below we have outlined the required actions employees should take to protect themselves and their co-workers from a potential coronavirus infection.

Sick leave arrangements:

- If you have cold symptoms, such as cough/sneezing/fever, or feel poorly, you will need to request sick leave or work from home; and
- If you have a positive COVID-19 diagnosis, you can return to the office only after you've fully recovered, with a doctor's note confirming your recovery.



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Work from home requests:

- If you are feeling ill, but you are able to work, you can request to work from home;
- If you have recently returned from areas with a high number of COVID-19 cases we'll ask you to work from home for 14 calendar days, and return to the office only if you are fully asymptomatic. You will also be asked not to come into physical contact with any colleagues during this time;
- If you've been in close contact with someone infected by COVID-19, with high chances of being infected yourself, request to work from home. You will also be asked not to come into physical contact with any colleagues during this time;
- If you're a parent and you have to stay at home with your children, request to work from home. Follow up with your manager or departmental leader to make arrangements and set expectations; and
- If you need to provide care to a family member infected by COVID-19, request to work from home. You'll only be permitted to return to the office 14 calendar days after your family member has fully recovered, provided that you're asymptomatic or you have a doctor's note confirming you don't have the virus. You will also be asked not to come into physical contact with any colleagues during this time.

Traveling/commuting measures:

- As per the latest COVID-19 regulations announced by the South African Government, it is now compulsory to wear a face mask at all times from the time you leave home, regardless of where you are going, in whatever mode of transport you are travelling in. If you are at work, on site at a client or any public forum, you are required to wear a face mask until the time that you return home;
- In-person meetings should be done virtually where possible, especially with non-company parties (e.g. clients, contractors etc);
- If you normally commute to the office by public transportation and do not have other alternatives, you must ensure you wear a mask at all times, as well as sanitize prior to taking public transport and again thereafter;
- If you are planning to travel voluntarily to a high-risk countries with increased COVID-19 cases, you will be asked to work from home for 14 calendar days. You will also be asked not to come into physical contact with any colleagues during this time; and
- Maintain social distancing in the workplace and all public places.

General hygiene rules:

- Wash your hands after using the toilet, before eating, and if you cough/sneeze into your hands. You can also use the sanitizers you'll find around the office;
- Cough/sneeze into your sleeve, preferably into your elbow. If you use a tissue, discard it properly and clean/sanitize your hands immediately;
- Open the windows regularly to ensure open ventilation;
- Avoid touching your face, particularly eyes, nose, and mouth with your hands to prevent from getting infected; and
- If you find yourself coughing/sneezing on a regular basis, avoid close physical contact with your co-workers and take extra precautionary measures (such as requesting sick leave).

Disclaimer: This policy may be adjusted at managements discretion based on any additional governmental guidelines.