



Pandemic and Communicable Diseases Management Policy

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APPROVAL AND OWNERSHIP

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DEFINITIONS AND ABBREVIATIONS

Table 1: Definitions

Terminology	Description
Employee	An individual holding a permanent or fixed-term contract of employment with the Company.
Barloworld Limited, "the Company or Group":	Barloworld and "the Group" means Barloworld Limited and its subsidiaries, divisions, and business units in all countries in which it does business, or any individual subsidiary in its own capacity. It does not include joint ventures, other than those where Barloworld exercises management control, nor does it include investments where Barloworld owns less than 50%.
Authorized Person	A person authorized by the Divisional Chief Executive to investigate ill health or incapacity matter or initiate an Incapacity Ill Health Hearing or investigation.
Business Continuity Plan	The capability of an organization to continue the delivery of products or services at pre-defined acceptable levels following a disruptive incident.
Communicable diseases	Illnesses caused by viruses or bacteria that people spread to one another through contact with contaminated surfaces, bodily fluids, blood products, insect bites, or through air.
Crisis	Any event or period that will lead to an unstable and dangerous situation affecting an individual, group, or all society.
Disaster	A serious problem occurring over a period that causes widespread human, material, economic or environmental loss which exceeds the ability of the affected community or society to cope using its own resources.
Emergency	An urgent, sudden, and serious event or an unforeseen change in circumstances that necessitates immediate action to remedy harm or avert imminent danger to life, health, or property.
Endemic	Diseases that regularly occur within an area or community.
Epidemic	A rapid spread of disease to many hosts in a given population within a short period of time.
Immunisation	A process whereby a person is made immune or resistant to an infectious disease typically by the administration of a vaccine.
Incapacity due to Ill-health or Injury	Is the inability of an Employee to perform and meet the required standards, as set out in their job description.
Medical surveillance	A planned programme or periodic examination (which may include clinical examinations, biological monitoring, or medical tests) of employees by an occupational health practitioner or, in prescribed cases, by an occupational medicine practitioner.
Non-Communicable Disease	Diseases that are not transmissible from one person to another but are typically caused by unhealthy behaviours.

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Occupational Health Incident	An occurrence where exposure to environmental stress factor or equipment (noise, dust, chemicals, tools etc.) have a likelihood to cause discomfort, illness, disease, injury or death among employees.
Outbreak	A sudden rise in the number of cases of a disease that may last for weeks, months or several years.
Pandemic	Is an epidemic of an infectious disease that has spread across a large region, for instance, multiple continents or worldwide, affecting a substantial number of individuals.
Reasonable Accommodation	Refers to those steps that management will take regarding any Employee with a disability. It may include but is not limited to, flexible working schedules, work restructuring or reassignment.
Workplace	Any premises belonging to the Group, or any other location where the execution of any Company business, authorised social activities or organised Company events take place.

Table 2: Abbreviations

Abbreviation	Description
BCP	Business Continuity Plan
Divisional CEO	Chief Executive Officer of a particular Division
Group CEO	Group Chief Executive Officer
Group FD	Group Finance Director
UNSDG	United Nations Sustainable Development Goals
WHO	World Health Organisation

1 Preamble and Policy Summary

The Company acknowledges the seriousness of a pandemic and the potential impact to employees, business as well as the broader community. The Company believes that its response to communicable endemic, epidemic and pandemic diseases is a key contributor to the sustainability of its business. Communicable diseases and pandemics could affect every workplace, with prolonged employee illness, absenteeism, and death impacting on productivity, employee benefits, occupational health and safety, production costs, workplace morale as well as community instability.

It is therefore Barloworld's commitment that employees exposed to any communicable and declared pandemics must be afforded the same rights and obligations, as all other employees. Employees who are directly affected by any communicable disease, or any other life-threatening disease will not be discriminated against in terms of employment or advancement in employment, or in respect of participation in any benefits (except where a person is on legal grounds excluded). Discrimination, whether direct or indirect, on the grounds of disease exposure, will be considered as serious misconduct as governed by the relevant legislative and internal Company policy frameworks.

This Policy will assist the Company in dealing with the impact at various levels by minimizing unfair discrimination, preventing further infections, and assisting affected employees to continue to work productively for as long as possible. It further seeks to ensure business continuity until full recovery is achieved.

2 Purpose & Objective

The Company recognises the potential impact of a pandemic to employees, their families, communities, and business and has accordingly implemented this pandemic and communicable diseases management policy to ensure that:

- a) Preventative measures, policies, practices, and guidelines are implemented to reduce the risk of exposure.
- b) All employees are aware and understand the Company's position in dealing with pandemic-related situations.
- c) The Workplace remains attractive and capable of retaining skilled employees while managing the risk/s associated with the pandemic and communicable diseases.
- d) The confidentiality of any employee is maintained and managed / protected as sensitive / special personal information.
- e) Disclosure by an Employee of their infection status is encouraged without fear of victimisation or discrimination.
- f) Stigma and discrimination because of perceived or real disease status is eliminated.
- g) New infection cases are prevented for employees.
- h) Management can respond appropriately in the event of a medical condition related matter or disclosure.
- i) A framework is provided which supports the employees who are affected.
- j) A recovery plan is communicated to all stakeholders until full recovery is achieved.
- k) Business interruption is minimized as covered in divisional business continuity plans.

3 Scope

This Policy applies to Barloworld Limited and its subsidiaries, divisions, and business units in all countries in which it does business, or any individual subsidiary in its own capacity and any new acquisitions. It does not include joint ventures, other than those where Barloworld exercises management control, nor does it include investments where Barloworld owns less than 50%.

It is the obligation of all authorized persons in Group companies operating from offices outside South Africa to ensure that this Policy applies subject to and in compliance with the legal requirements of the specific country.

4 Roles and Responsibilities

Divisional Executive Management have the responsibility to ensure compliance with this policy and to define and implement detailed Divisional processes, procedures, and other mechanisms in line with the provisions herein.

5 Regulatory Background

At a minimum, we expect all Barloworld operations to comply with the relevant local legislative framework and regulations.

6 Policy Statement

6.1 Pandemic Management Principles

This policy is based on ethical behaviour and confidentiality principles which are fundamental to an effective management of pandemic-related exposures in the workplace. These principles govern all communicable diseases and other chronic or life-threatening conditions, as regards to employment, and apply to pandemic response. Concerns may be addressed to the on-site clinic or Wellness ambassadors and/or relevant SHE Practitioners. The Company is committed to addressing these emergencies in a positive, supportive, and non-discriminatory manner, in terms of the principles outlined below.

6.2 Response Plan

Declarations of a pandemic by the state in line with the World Health Organisation (WHO) requirements will trigger a structured process for Barloworld to activate risk management measures. Barloworld Divisions must review and align all procedures, guidelines, and standards to prevent or limit the extent of the outbreak. Divisions must:

- a. Develop a crisis communication plan to ensure proactive management of events by all stakeholders. The plan should include mechanisms to include triggers that will inform the approach.
- b. Align facilities in line with the WHO Global Strategy on Infection Prevention and Control and ensure changes are included in the facilities maintenance plan.
- c. Develop and implement adequate hygiene standards including food storage and preparation.
- d. Provide training to employees and if applicable to relevant sections of the community in prevention measures, including hygiene, disease awareness, symptoms, and treatment.
- e. Provide surveillance systems to monitor and report trends to promote awareness and enhance management without compromising employee confidentiality.
- f. Set up a process to manage incapacity due to ill health and apply the process fairly and consistently.
- g. Conduct continuous risk assessments in line with formal statutory changes and align controls accordingly. This may include reasonable accommodation for all affected employees.
- h. Review business continuity plans to minimize business interruptions and ensure alignment with those of our key stakeholders.
- i. Identify and facilitate necessary immunisation requirements in line with local laws and regulations.
- j. Implement appropriate monitoring processes, e.g. conducting periodic audits, ensure the suitability, adequacy and effectiveness of the guidelines, standards and procedures.

6.3 Equality and Non-Discrimination

The Company will not, under any circumstances, tolerate any form of unfair discrimination against those directly or indirectly affected by the pandemic and will take all reasonable steps to respect the dignity and individual human rights of all employees. No person will be precluded from employment, development, promotion, or transfer at the Company solely because of or their exposure status. Employees subjected to harassment or unfair discrimination because of their exposure status may make use of the Company grievance procedures or the Barloworld Ethics Line for purposes of reporting such matters. The Company encourages employees to disclose their condition on time using internal reporting processes. This is done to ensure that they have access to and receive the necessary support from the Company.

6.4 Recruitment

The Company will not unfairly discriminate against current and / or future employees because of their past or present health condition or disease status. Previous exposure to diseases will not be required as a condition of employment and will not be included in any pre-employment, periodical or exit medical testing. The only occupational health-related criterion for employing an individual is the person's fitness to perform the work offered, and such persons will undergo the necessary and relevant medical testing to assess such fitness during the recruitment process. All medical information gathering will be done in accordance with the law and Barloworld policies regarding data confidentiality.

6.5 Training, awareness, and competence

The Company will educate and communicate its pandemic management workplace guidelines and practices to all employees in simple, clear, and unambiguous terms. Focussed education and awareness campaigns will be conducted periodically until such time the pandemic is declared as managed by local authorities in line with the World Health Organization (WHO) principles.

Such programmes will be aimed at encouraging safe behaviour at the workplace and in the community, improving understanding of the specific communicable diseases and available preventative and treatment options, reducing stigma, and improving understanding of the Company's policies and programs to combat the spread.

Where applicable and necessary, competence training will be provided to employees (e.g. Wellness Ambassadors and or SHE Practitioners) to promote pandemic awareness and processing of data. The Company will encourage the nomination of peer educators in various business units who will facilitate education and awareness sessions for all employees.

Access to appropriate support and counselling services, at no cost to employees, is made available at all our facilities with on-site clinics and telephonically to sites without clinics.

6.6 Case Management and Vaccination

The Company will set up a case management structure and provide clear guidelines for identifying, monitoring, and protecting employee medical information. This may include both pharmaceutical and non-pharmaceutical measures. Testing for some diseases will be available to all employees through the Company's various on-site clinics and the international guidelines of prior counselling shall be adhered to. Informed consent, support and confidentiality will apply in all instances.

6.7 Confidentiality

Confidentiality and privacy regarding Employees affected by the disease must be observed. Disclosure of such information by Company doctors and nurses to management or co-workers without the prior informed written consent of the Employee concerned is prohibited, except in cases involving a clear threat or disregard of an identifiable individual's life interests.

6.8 Employee Assistance

All employees are encouraged to consult the on-site clinic registered practitioners where this facility is available or consult their own medical practitioner. Counselling is also available to Employees and their registered dependants for psycho-emotional support through designated personnel, the medical aid schemes they belong to and/or the contracted Employee Assistance Programme service provider specific to each division. Benefits and treatment in terms of this Policy will be available to the

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Employee and registered dependants for the duration of the disability / illness and as per the rules of the relevant provident / retirement fund.

7 Communication

This Policy should be communicated to all employees. In addition, the following support will be provided for managers and employees through the relevant Divisional Human Capital teams:

- Training, guidance and learning materials.
- Policy, procedures, and system information, where applicable; and
- Toolkit and periodic sessions for Mental health

8 Related Policies & Other Documents

Document Name
Global Strategy on Infection Prevention and Control (WHO)
Grievance Policy
UNSDG 3 Good Health and Well-being
Group Health and Safety Policy

9 Raising Concerns and Seeking Guidance

If any person becomes aware of a circumstance or action that violates or appears to violate this policy, they are encouraged to contact their manager or alternatively the Barloworld Ethics Line at www.tip-offs.com.

The Barloworld Ethics Line is an independent and confidential system for reporting allegations of unethical behaviour, illegal actions, or actions that violate the Barloworld Worldwide Code of Conduct.

The Barloworld Global Whistleblowing Policy applies to the use of the Barloworld Ethics Line, and it contains the contact details pertaining to each company, division, or business unit.

Barloworld is committed to ensuring that no employee suffers any occupational detriment as a result of reporting a genuine concern in good faith.

10 Breach of Policy

It is the responsibility of all employees and management to comply with this Policy and failure to do so could amount to misconduct and a material breach of the contract of employment.

Non-compliance and/or disregard of the Policy's provisions will be dealt with in accordance with the existing corrective conduct procedures, as per the Company's Corrective Conduct Policy.

11 Deviations from Policy

It is the responsibility of Group and Divisional Executive Management to ensure that this Policy is adopted and applied.

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Any deviations that are necessitated by exceptional circumstances or that amend the meaning or lower the minimum standard of the Group Policy requirements must be pre-approved, in writing by the Divisional Chief Executive or any authorized person. Once approved, such deviations must be tabled, approved, and recorded at an appropriate Group Executive meeting.

In addition to the above, the Group Chief Executive Officer may, in consultation with the Group Human Capital and with the written approval of the relevant governance structure e.g., the Board or any of its committees, deviate from the procedures outlined in this Policy in exceptional circumstances and/ or where it is not deemed appropriate to follow them. The exceptional circumstances must be clearly outlined and the approval for such deviation be tabled, approved, and recorded at an appropriate meeting. Language translations of Barloworld policies must be conducted or checked by a professional language translator to avoid translation errors that may change the meaning of the policy requirements.