

**24 MARCH 2022**

**ATTENTION TO ALL PERX EMPLOYEES**

**NOTICE: COVID-19 COMPANY POLICY AND PROCEDURE UPDATED**

**1. TAKE NOTICE THAT** as a response to the COVID-19 (which means the 2019 novel coronavirus, SARS-COV-2 / COVID-19 virus) crisis and the regulations promulgated in response to the nationwide declaration of the COVID-19 National State of Disaster, the Company has amended its Code of Conduct for the duration of the pandemic to include COVID-19 protocols and procedures.

**2. COMMITMENT TO COMPLIANCE**

**2.1** The Company is committed to complying with government guidelines and/or regulations in order to reduce or minimize the spread and exposure to COVID-19.

**2.2** The Company is committed to provide and maintain, as far as reasonably practicable, a working environment to enable staff to take the mandated safety precautions outlined in this notice and you are therefore hereby given formal notice that these policies shall be read as if specifically incorporated into the Company Disciplinary Handbook for the duration of the pandemic and that any non-compliance herewith will result in serious disciplinary action being taken in line with the procedures outlined in the Handbook.

**2.3** The Company also records that its Employees are currently stationed within Telkom stores and therefore we are required to adhere to their COVID-19 policy in order to meet our operational requirements in terms of the agreement between ourselves and Telkom.

**2.4** Therefore, we confirm that you have been briefed on Telkom's recently updated COVID-19 policy and request that, where our current Perx COVID-19 policy is in

conflict with the Telkom one, that the Telkom COVID-19 policy takes precedent.

- 2.5** In the event of the current Perx COVID-19 policy being silent on any issue- the regulations contained in the Telkom policy will apply and vice versa.

### **3. TAKE NOTICE OF THE DISCIPLINARY POLICY FOR FAILURE TO COMPLY**

- 3.1 TAKE NOTICE THAT** All employees are expected to comply with the aforementioned policies in so far as they pertain to personal protection and will be held individually responsible for failure to do so, which failure will result in immediate disciplinary action being taken against such employee, which disciplinary action may result in dismissal.

- 3.2 TAKE FURTHER NOTICE THAT** any employee who has been formally or informally designated or placed in charge of COVID-19 policy enforcement, whether permanently or only for a specific short period, who fails in any manner or form to ensure COVID-19 policy compliance will be subject to harsh and immediate disciplinary processes, which processes may result in dismissal with immediate effect.

- 4. QUERIES OR CONCERNS.** Should you have any queries or concerns regarding the COVID-19 policy as outlined herein above, please reach out to your manager and/or supervisor.

Yours faithfully,



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NEVILLE THOMSON