24 March 2020

TO: All Employees – By Hand

**RE: NATIONAL LOCK-DOWN – COVID19 RESPONSE**

Dear Employee

As you are no doubt aware, President Cyril Ramaphosa announced a national Lockdown which will commence at midnight on Thursday the 26th of March 2020 and will continue until the 16th of April 2020.

Unfortunately, this will mean that, with the exception of certain key industries and Employees, our business operations must be suspended and stopped as from Thursday Afternoon.

While we appreciate the fact that Employees have a right to work and a right to be paid for such work, we also note that these are Emergency Measures with the intention to save the lives of, potentially Millions of South Africans and we therefore support the decision by Government in full.

To that end, certain individual Employees will be consulted and advised as to the Company’s need for their services to Continue as well as the steps which will be taken to safeguard such Employees.

All non-essential Employees, unfortunately, will be sent home at the end of their shifts on Thursday the 26th of March 2020 and will not be allowed to return to work until further Communication is received from Government or until the 16th of April 2020.

Where Practicable, the Company will allow Employees to apply for Annual Leave during this time, however it is noted that this will only apply based on the amount of leave and the Company’s ability to afford to pay leave.

Unfortunately, Employees who do not qualify for- or do not have available Annual Leave will be placed on Unpaid Leave for the duration of the Lockdown.

Once the Department of Employment and Labour publishes the regulations and availability of Special Leave under the UIF, same will be communicated to Employees and the necessary steps will be taken to ensure that such payments are made available to Employees through the published mechanisms.

During these uncertain times, we urge our Employees to ensure that you have sufficient stores of non-perishable foods, medicines and other necessities.

Yours in good faith

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Management