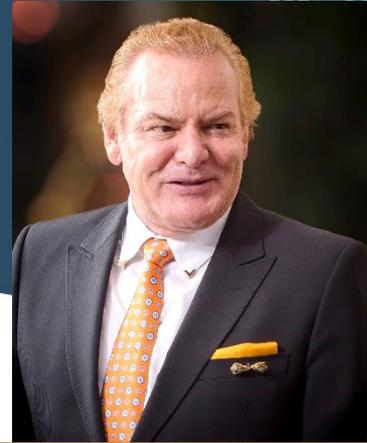


# Note from Nick



24 March 2020

## South Africa Covid-19 lockdown

Dear Colleagues

Last night President Cyril Ramaphosa addressed the nation on drastic new measures being taken to contain the spread of the Covid-19 virus in South Africa. If you did not see the address, I encourage you to click on the link here to watch it: [https://www.youtube.com/watch?v=nNIJYHGX\\_RE](https://www.youtube.com/watch?v=nNIJYHGX_RE)

Chief amongst these measures is the implementation of a 21-day lockdown starting at midnight on Thursday 26 March until 16 April. Under this decree, all people not involved in the provision of essential services are ordered to stay at home. People will be allowed to go out to buy groceries, visit a pharmacy or doctor, go to the bank or collect social grants. This means all Corporate Office employees will now be required to work from home until the lockdown is lifted.

I know that this situation has created uncertainty and anxiety among many South Africans, particularly relating to job security. This will undoubtedly be a testing time for our company - each of us can contribute to its sustainability by maintaining high levels of productivity, continuing to provide support and leadership to our operations and living our Value of Delivery. While working from home, you are required to be contactable during normal work hours. It is also critical that you respond to emails and phone calls timeously to facilitate the uninterrupted flow of information. Please ensure that HR and your line manager has the correct number where you can be contacted.

I have directed the Department Heads to implement a number of practices to ensure that their teams can work from home effectively, and remain motivated and engaged. All teams must schedule a team meeting at least once a week, and we have taken steps to ensure that the necessary IT infrastructure and support is in place to enable employees to work remotely. Please refer to the attached information, distributed last week pertaining to IT connectivity at home and the various virtual communication platforms available to you. If you experience IT issues, you can contact the dedicated IT Helpdesk on 0800 34 34 34, +27 80 011 2343 /+27 12 682 9973 or [ITHelpdesk.GoldFieldsSA@goldfields.com](mailto:ITHelpdesk.GoldFieldsSA@goldfields.com).

Working from home will be new to many of us and will require certain adjustments. I encourage you to stay in regular contact with your colleagues and line manager - in addition to email, make use of video calls to replace face-to-face interaction. Set up a dedicated work station at home and follow a structured work-day schedule so that work and private times are clearly delineated.

Adjusting to the lockdown and its implications on work and family will no doubt prove stressful for many people. Our free, confidential Employee Assistance Programme is available 24/7 to you and your family, should you need psychological or other support. Call 0861 493 587, SMS \*134\*928# or email [service@kaelo.co.za](mailto:service@kaelo.co.za).

Yours in Health and Safety  
Nick Holland



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