

# BRIEF TO THE PEOPLE OF SOUTH DEEP

25 March 2020

## LET'S TALK

Lock down update



**Martin Preece**  
EVP: South Africa

**Benford Mokoatle**  
VP: South Deep

### Colleagues

As communicated on Monday evening, we are very hard at work finalising and implementing plans in support of the National Lock Down, communicated by the President. Although there is still a lot of work to be done, it is important that we keep our people informed of developments on an ongoing basis. We would like to brief employees on the following matters:

### Lock-down Period

In compliance with the President's lock-down directive, the Mine will cease operations at the end of day shift on Thursday, 26 March 2020 (Cycle A). Employees who may want to travel on the 26th can apply for leave as per the normal company procedure. We envisage that work will resume on the morning shift of 16 April 2020 (Cycle B). We would encourage teams that have safely secured their working areas, to kindly assist teams in other areas to ensure that we do not put our people and mine at risk.

### Hostel

All employees that reside in the Emoyeni hostel will be encouraged and permitted to vacate their hostel rooms after nightshift on 25 March 2020 to allow them to travel to their homes. This arrangement only applies to Emoyeni hostel residents. Employees who are travelling to neighbouring countries should please take note of any potential border closures. Effective from 00H00 on 27 March 2020, no one will be allowed to cross the borders from SA side, and no one will be allowed to enter SA. As advised by TEBA the following screening protocols may be in place:

Country	Travel Advice	Screening Protocol	Implications for the employees
Swaziland	<ul style="list-style-type: none"><li>Travel restrictions applied to people coming from high risk countries (USA, Italy, China, France, Iran). All visas from these countries have been cancelled</li></ul>	<ul style="list-style-type: none"><li>Swaziland will be closing its border on 27 March 2020. Swaziland citizens returning home will be placed on 14 days isolation.</li></ul>	<ul style="list-style-type: none"><li>Employees will be required to self-isolate for a period of 14 days</li></ul>
Botswana	<ul style="list-style-type: none"><li><i>No travel restrictions have been officially published</i></li></ul>	<ul style="list-style-type: none"><li>Temperature screening at border</li></ul>	<ul style="list-style-type: none"><li>Employees will be required to self-isolate for a period of 14 days</li></ul>



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		<ul style="list-style-type: none"> <li>All travellers quarantined for 14 days at home</li> </ul>	
Lesotho	<ul style="list-style-type: none"> <li>Only designated borders to be used where screening personnel have been deployed</li> <li>Corona-free certificate to be presented at the airport by all people coming to Lesotho through the airport</li> <li>Basotho nationals living abroad, urged to remain at current locations to minimise risk of transmission</li> </ul>	<ul style="list-style-type: none"> <li>Temperature screening at the border Compulsory self-quarantine for people arriving from affected countries</li> <li>Specific arrangements will be made for those coming from South Africa</li> </ul>	<ul style="list-style-type: none"> <li>The guidelines are not clear for travellers from SA</li> <li>An urgent bilateral meeting will be held between the two governments</li> </ul>
Mozambique	<ul style="list-style-type: none"> <li>Travel restrictions applied to people coming from high risk countries (USA, Italy, China, France, Iran).</li> </ul>	<ul style="list-style-type: none"> <li>Obligatory quarantine for 14 days for all people entering Mozambique</li> <li>Screening at TEBA office at Ressano Garcia All suspected cases sent for confirmatory screening at Ressano Garcia government clinic</li> </ul>	<ul style="list-style-type: none"> <li>Employees will be required to self-isolate for a period of 14 days</li> </ul>

## Working Remotely

There are a number of people that are set up to and will be required to work remotely during the period of the lock-down. They will be required to enter into a Remote Work Agreement with their line managers, that specifies the deliverables and work arrangements.



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## Employee Salaries

The Mine will continue to pay all employees their basic salaries and fixed allowance for the period 26 March 2020 to 16 April 2020. All variable and contingent allowances, such as Fulco, overtime, standby and bonuses will be suspended for the lock down period.

Bonuses for the March 2020 production month will be paid in accordance with standard practice. Fulco allowances are projected and paid in full on the date of payroll closure until the end of the month. Although employees will not be paid any variable allowances up to 16 April 2020, the Company will also not recover Fulco allowances paid in advance for March 2020.

The measures advised are necessary due to the unique circumstances that the Coronavirus has created. This does not, however, in any way whatsoever constitute a precedent nor does it place an obligation on the Company in respect of any past or future matters of this or of a similar nature. Should the lock down persist beyond the above period, Management will have to review the situation. The Company also reserves the right to revoke in part or in full any payment arrangements outlined above, where employees have acted in breach of the remote work or lock down arrangements.

## Communication

The Mine recognises that we are dealing with an ever-changing situation and that communication during this period is critically important. To overcome some of the communication challenges, the following measures will be implemented:

1. The Mine is in the process of setting up a WhatsApp facility that will enable us to update employees on a more frequent basis. To receive electronic communication, employees are requested to ensure that the Mine is in possession of their correct cell phone numbers. Employees can contact the HR Engagement Centre to verify the contact details we have on record.
2. The Mine has also established a South Deep Call Centre to record and deal with employee questions and concerns regarding the coronavirus and any matters relating to the mine's shutdown during this period. The Call Centre numbers are 072 512 9753 or 072 649 8255. The Call Centre will be staffed weekdays from 08H00 to 10H00 and 15H00 to 17H00. The South Deep Call Centre can also be reached by forwarding an email to the following address: [Covid-19.Helpdesk@goldfields.com](mailto:Covid-19.Helpdesk@goldfields.com).

The Call Centre agents may not be in a position to answer all the employee questions that arise, but they will log the personal details of each caller and contact them once an appropriate response is available, to close off each call.

**NB! Employees are requested to contact the South Deep Call Centre should they come into contact with a person that is COVID-19 positive or if they develop any COVID-19 Symptoms or be diagnosed with COVID-19 during the lock down period. This is to ensure that the matter is logged and referred to the mine's OMP such that he may offer advice, monitor the situation and ensure the employee's safe return to the mine. To reiterate, the main COVID-19 symptoms are fever, coughing, sneezing and difficulty breathing.**

## Employee Assistance Programme

As we are entering a time of high uncertainty and anxiety, we would like to remind our people that the Kaelo Lifestyle | Ask Nelson team is available 24 hours a day, seven days a week to deal with stress and anxiety around COVID-19. This is a free service that we offer our people and members of their immediate households. These services can be accessed by contacting 0861 635 766. Employees and their families will also have access to the Kaelo COVID-19 Medical Line for medical-related advice on prevention, diagnosis and treatment. Call 0861 493 587 and select option 2 for member and then select option 6.



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