## COVID-19 PO 5.2-003 REV 3



As the world prepares for, and responds to, the Coronavirus (COVID-19) outbreak, we want to express our commitment to the health and safety of our people.

The wellbeing of our employees, their families, and our local and global customers is of the highest priority.

Like many others, we're taking guidance from the World Health Organization. We're committed to caring for our teams and ensuring they have what they need to keep themselves and their families safe. We have provided them with guidance and will continue to monitor the latest information as it becomes available.

Our employee base is already set up to work remotely and we have encouraged our teams to work from home should they need to, or if they feel more comfortable doing so. We're supporting individuals taking sick days as they need and have asked our teams to travel only if it's critical to our business in support of our clients.

We know there is uncertainty surrounding COVID-19, but it is our responsibility to be prepared for volatility in the markets and help our clients receive a consistent level of service and support. Our focus is to continue to provide service to all our local and global customers, no matter their geographic location. We do not anticipate any disruption and with employees already situated all over the world, we will continue to respond to urgent issues in real-time and offer proactive support.

Together, we have a massive obligation to help keep South Africa moving and we understand that by providing an 'essential national service' we must do everything in our power to ensure our doors stay open, our parts shelves stay stocked and our workshops manned with skilled experts capable of keeping your fleet running.

We must also keep our people, the lifeblood of our business, and both yours and our families' safe. So clearly this is an extremely difficult balancing act to maintain.

These are unprecedented times. We don't know what will happen tomorrow, let alone next week but rest assured our Business Continuity Plans are built to ensure that regardless of upheaval, we have the systems and supply chain in place to drive through these challenges and can and will maintain a continuity of service that is commensurate with our reputation for unrelenting support.

But to be absolutely clear, we also have an unmitigated focus on the personal wellbeing of everyone we know and meet - our staff, our customers and our suppliers alike. As a business, Formex attitude to wellbeing and support is at the very heart of our values and as you should expect we will do everything we can for you, as long as both you and our people are safe.

Consequently, and perhaps this goes without saying, we have already taken numerous steps to limit the spread of the virus within our organisation from the moment it was clear there was a problem. We've adopted rigorous cleansing and hygiene procedures at both Tubing and Pressings and offices since the very outbreak of the virus, we have triggered home-working where appropriate and social distancing methods and we continue to adapt and improve procedures every day as we learn new updates from the government.

As the pandemic situation continues to dramatically change every day, the speed of change in information is clearly extraordinary. It is prudent for us to say that it is impossible for us to guarantee that we won't be affected by changes in global and local government escalations but to give you some comfort that we are in control, we have escalated our own agility by reviewing the latest advice from Government, World Health Organisation, Public Health Services.

What we can guarantee, is that we intend to be here for our employees and open for business up and down for as long as legislation allows.

While the threat remains low, it's prudent to be proactive. Our priority will continue to be the safety and welfare of our employees, their families, our customers, and all those connected with Vision Critical.

APPROVED: HENNIE VENTER (CEO)

DATE: 33

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## DRUG AND ALCOHOL ABUSE POLICY SHEPO 5.2-002 REV 05 ₱FOCMEX

Formex Industries is committed to providing a safe and healthy work environment and to promoting and protecting the health, safety and wellbeing of our employees. This commitment is jeopardized when employees engage in the use, possession, sale, conveyance, distribution, or manufacture of illegal drugs, intoxicants, or controlled substances or abuses prescription drugs or alcohol.

Substance abuse is a significant health problem which has a detrimental effect on our business in terms of productivity, absenteeism, accidents, medical costs, theft, and worker's compensation costs. Therefore, Formex Industries has established the following policy:

- 1. It is a violation of company policy and conditions of employment for any employee to use or be under the influence of, possess, sell, convey, distribute, or manufacture illegal drugs, intoxicants, or controlled substances, or to attempt to do the same at any time while on or using company property, conducting company business, or otherwise representing the company.
- 2. It is a violation of the company policy and conditions of employment to use or be under the influence of alcohol at any time while on or using company property, conducting company business, or otherwise representing the company.
- 3. It is a violation of the company policy and conditions of employment for employees to use prescription drugs illegally. However, nothing in this policy precludes the appropriate use of legally prescribed medications.
- 4. Violations of this policy are subject to disciplinary action up to and including termination of employment.

Managers and supervisors have a significant role in establishing and maintaining the company's substance abuse program. Their understanding and support are key factors in establishing a successful program. Supervisor training is not intended to train supervisors to be drug- or alcohol-abuse experts, counselors or to conduct medical evaluations.

The company is balancing our respect for individuals with the need to maintain a safe, productive, drug- and alcohol-free environment. We are offering a helping hand to those employees who need it, while sending a clear message that the illegal use of drugs and the abuse of alcohol are incompatible with employment at Formex Industries.

The purpose of drug and alcohol testing is to prevent the hiring of individuals who illegally use drugs, deter employees from abusing drugs and alcohol, and providing early identification and referral to treatment, when necessary, for employees with drug- or alcohol-abuse problems. Formex Industries is committed to promoting and maintaining a drug-free work environment for all of its employees and to promoting and protecting the safety, health, and wellbeing of its employees.

The company will use the model collection and drug-testing standards, prescribed by the Department of Health.

Alcohol testing will be conducted using breath-testing instruments and procedures approved by the Department of Health.

The following employee protections will be incorporated to ensure the accuracy and integrity of the testing program:

- Employees who test "positive" for the first time for drugs or alcohol will be offered the opportunity for treatment, except where independent grounds for termination of employment exist.
- The refusal by an employee to take a drug or alcohol test is considered equivalent to a verified "positive" drug test and therefore subjects the employee to the same adverse employment actions up to and including termination of employment.

Situations where drug testing could be mandatory:

Post-Accident - Testing employees who are involved in on-the-job accidents or near accidents, or who engage in unsafe job-related activities that pose a significant danger to themselves, other employees, or the public.

Follow-up - Testing employees who have violated the company's substance abuse policy, but were given the opportunity to keep their jobs conditioned on successful rehabilitation and no further "positive" tests.

Reasonable Suspicion - Testing that is conducted when there is information about an employee's appearance, conduct or behavior that would cause a reasonable person to believe that the employee has used or may be impaired by drugs or alcohol.

Random - Testing conducted on a neutral selection basis with all employees subject to testing having an equal chance of being selected.

APPROVED: HENNIE VENTER (CEO)

## SAFETY, HEALTH, ENVIRONMENT POLICY SHEPO 5.2-001 REV 6



In the manufacturing and assembly of parts for the Automotive Market FORMEX Industries (Pty) Ltd, services and products are committed to:

The highest standards applicable to those industries within which we operate

Environmental respect, harmony and protection.

Sustainability of all our actions and operations.

In accordance with our vision and core values, FORMEX Industries (Pty) Ltd. is committed to continual improvement and efficient use of natural resources.

FORMEX Industries (Pty) Ltd.; will not only meet or exceed the legal obligations but also:

Reduce and aspire to prevent injuries and incidents,

Reduce and aspire to prevent Occupational illness sustained as a direct and indirect result of work processes.

Protect the environment from harm and prevent pollution.

Ensure the provision and management of fire safety systems and procedures.

Ensure Personal protective equipment procedures are adhered to

Ensure Machine safety Procedure's areas adhere to

Emergency preparedness and response procedures are adhered to

Workplace ergonomics produces are adhered to

Handling of chemicals procedure are adhered to

FORMEX Industries (Pty) Ltd., will operate safety, health, and environmental management systems, developed, implemented and maintained in accordance with internationally recognized standards.

FORMEX Industries (Pty) Ltd.; employees will be trained and developed; resources will be made available, enabling occupational and operational safety and health and care for the environment to be an integral part of our daily operation.

- GHG emissions, energy efficiency and renewable energy
- Water quality and consumption
- Sustainable resources management and waste reduction
- Responsible chemical management
- Environmental training

FORMEX Industries (Pty) Ltd.; S-H-E-Policy will be based on ISO14001:2015 and ISO 45001:2018 requirements.

Through communication and engagement with stakeholders, FORMEX Industries (Pty) Ltd. will ensure that all become familiar with the Standards of practice, the goals and objectives, the policies and the procedures developed through the FORMEX Industries (Pty) Ltd. S-H-E- Management Program; and all will assume their designated responsibilities.

The S-H-E- Policy is communicated to all persons working under the control of the organization and is available to all interested parties.

FORMEX Industries (Pty) Ltd.; will ensure that company assets, including financial assets, physical assets, intellectual property and confidential Information is secure and safeguarded.

FORMEX Industries (Pty) Ltd.; will:

Identify, and include resources form projects on initiatives designed to improve or enhance safety, health and environmental performance.

Identify, assess and manage risks to the environment, employees, customers and all other persons affected by our activities.

Be subject to an ongoing compliance-assessment with the FORMEX Industries (Pty) Ltd. S-H-E- standards

FORMEX Industries (Pty) Ltd.; CEO will review regularly and report to all stakeholders, the S-H-E performance as measured against our objectives and will outline efforts and projects addressing and improving safety, health and environmental conditions.

FORMEX Industries (Pty) Ltd Management in accordance with this Policy will:

Continuously review the Safety Health and Environmental standards in accordance with the business strategic objectives;

Drive the execution of this policy for greater commitment and performance;

Include environmental influences when making business decisions;

Ensure that all employees receive the necessary training and understanding of the standards set

Hold senior and line Management Responsible for matters relating to Safety, Health and Environment within each area of responsibility;

Ensure effective communication is established on all matter relating to Safety. Health and Environment

APPROVED: HENNIE VENTER (CEO)

DATE: 317 23

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