

Note to: ALL RANDFONTEIN OFFICE PARK EMPLOYEES
From: CHIEF EXECUTIVE OFFICER
Date: 23 MARCH 2020

COVID-19 PRECAUTIONARY MEASURES AT OFFICE PARK

Dear Harmonites

COVID-19 is a reality that we are not immune from as a company. According to the reports that we receive on a regular basis, Gauteng is emerging as the epicentre of the COVID-19 spread in South Africa. Our employees' safety is a priority and ALWAYS comes first. We have since placed hand sanitizers and wipes at strategic points throughout office park. The following arrangements regarding "in-person" meetings will also be applicable with immediate effect.

Randfontein Office Park is on "**lock-down**" effectively from today 23 March 2020 until further notice. No visitors will be allowed into the complex. If you expect a parcel to be delivered to you, kindly inform security to contact you to collect your parcel from the gate.

In-person meetings should be avoided during this time and if you need to see someone in person, a member of Exco should grant permission prior to the arrival of the visitor. The written authorization should be forwarded to the security access control office accordingly. The security officials will on arrival conduct a screening interview, which will include the detailed information of the visitor prior to granting of access into the complex.

We urge you to please educate yourself on preventative measures regarding the COVID-19 virus and always be conscious of your surroundings.

Kindly consider using the hand sanitizers for "sanitizing" purposes only as they are a rare commodity in these times of COVID-19. Please convey this message to all the employees without access to computers.

Your cooperation is appreciated.

Yours in health and safety,

Peter Steenkamp
Chief Executive Officer