



## **COVID-19 - REMOTE WORK POLICY**

### **Purpose:**

Due to the current COVID-19 infection rate rising and the threat of stricter lockdown regulations, this document is to inform Chocolate Tribe employees of the working from home policies implemented by the Company in the event the South African government calls for businesses to work from home.

### **Some lockdown level 4 restrictions:**

- Every person is confined to his/her place of residence.
- All persons who are able to work from home should do so.
- A person may only leave their place of residence to perform an essential or permitted service., to buy permitted goods, to obtain services that are allowed to operate, move children as allowed, walk, run, or cycle in the hours of 06h00 to 09h00, within a five-kilometre radius of their place of residence, provided that this is not done in organised groups.
- Every person is confined to his or her place of residence from 20h00 until 05h00 daily, except where a person has been granted a permit to perform an essential or permitted service or is attending to a security or medical emergency.
- Businesses and other entities that are permitted to commence operations must designate a compliance official to ensure that the safety controls are strictly adhered to and display the name of the official prominently in a visible area.
- Persons performing essential services or permitted services, must be duly designated in writing by the head of an institution, or a person designated by him/her, on a form.

The list provided above is from the official South African government website. To view the full list please visit: <https://www.gov.za/documents/disaster-management-act-regulations-29-apr-2020-0000>

**The level 4 restrictions are subject to change based on the South African government's discretion. Chocolate Tribe will follow the latest lockdown level and restrictions as it is announced to the public by the South African government.**

## Policy:

### Working Remotely:

- Essential staff will be provided with an Essential Services permit by Chocolate Tribe to commute to work every day. Chocolate Tribe management will decide based on the Company's needs which employees are required to report to the office.
- Employees not provided with a permit by Chocolate Tribe will work remotely. Please note that even when working from home you continue to adhere to Covid-19 protocols.
- Any equipment or facility issues while working remotely should be reported to team leads as soon as possible.
- **Discord will be the main means of communication and record of activity while working remotely/ office under more restricted levels of shutdown. Email may be used for longer (formal) discussions and client communication.**
- Employees working from home/ office will be expected to be logged onto discord with their green "**online**" status from **8:30am to 18:00pm**. Logging on late will be noted by team leads. Continued tardiness will result in a disciplinary action being taken against the employee.
- Employees will be expected to notify their team lead through discord when they are taking their lunch, and when they are back from lunch. As stated in individual employment contracts you are entitled to your 1hr of lunchbreak.
- Employees working from home are expected to reply to all discord/email messages in an appropriate time frame (within 5 minutes of receipt of message), as well as be always available for work calls and meetings during the working day – excluding the hour taken for lunch. Employees not responding in an appropriate time or missing a call or meeting will be noted, and continued tardiness will result in disciplinary action being taken against the employee.
- Employees are expected to always have their cameras on during meetings.
- Employees are expected to send a list of tasks they are working on to their respective team lead at the start of every week and provide updates on those tasks regularly. All internal deadlines are expected to be met on time.
- Employees are expected to continue working in a professional manner and manage themselves. (Team leads having to micromanage, deadlines missed, lack of communication or poor work output from employees will result in disciplinary action being taken against the employee).
- While working remotely, please adhere to the Company's confidentiality agreement. This includes working in a private area limiting the risk of people in the household viewing work that is confidential, as well as locking your PC and laptops when the employee is away from their workstation.

Any concerns on policies above or any other concerns please email any of the Heads.

Thank You

Nosipho Maketo-van den Bragt

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