



# WORKPLACE GUIDELINES

## Sasol North America

KNOW.  
PREPARE.  
PROTECT.

The following guidelines have been developed and continually updated to provide guidance for employees currently working at one of Sasol's North American workplaces.

### HOW WILL WE PROTECT OUR WORKFORCE?

- Face Coverings
- Physical distancing
- Employee Behavior
- Disease Management
- Sanitation - Facilities
- Safe Workplace Habits
- Visitors
- Travel
- Employee Well-being

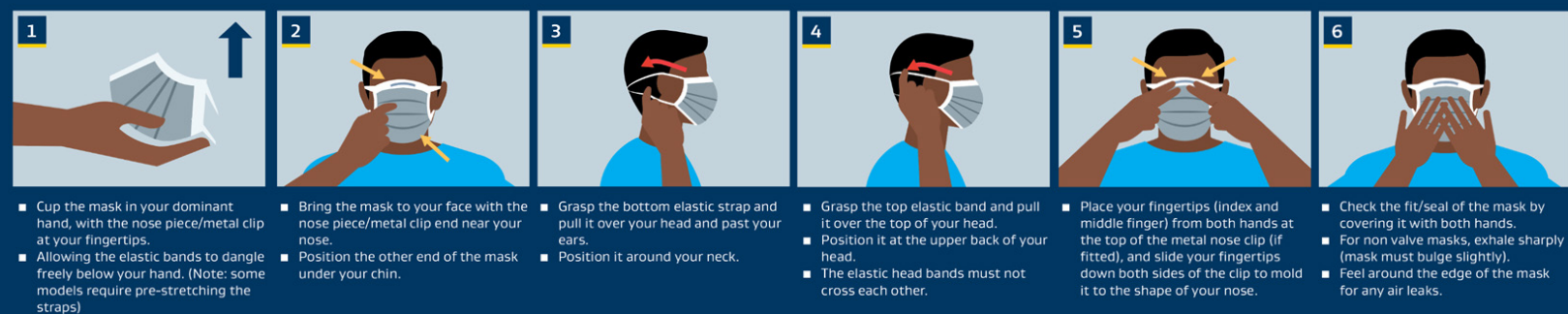
### FACE COVERINGS

Face coverings are required at all Sasol North American locations, and will be provided to employees by Sasol if needed.

#### Face Coverings:

- Are required indoors in all common areas, and in vehicles and elevators with more than one occupant. Face coverings are not required when an individual is consuming food or drinks, but employees must maintain a physical distance of six feet from any other individual during the time period when their mask is removed.
- Are not required when working alone in a closed office or cubicle.
- Are not required when working outdoors, in a maintenance area, or in a laboratory if a strict physical distance of six feet from any other individual can be maintained.
- Are not required for any individual giving a speech to an audience. The speaker must maintain a strict physical distance of six feet from any other individual.
- Are not required for any individual asked to temporarily remove the face covering for identification purposes.

#### How to wear face coverings:



### PHYSICAL DISTANCING

- Physical distancing (>6 feet) must be maintained as far as reasonably possible;
- Face coverings are required when distancing cannot be maintained
- Elevators – if more than one person, face coverings are required.

### EMPLOYEE BEHAVIOR

- Physical contact is prohibited (hand-shaking, etc.).
- Maintain respiratory etiquette and encourage hygiene (hand washing with soap and water)
- When sharing workspaces for a staggered work schedule, employees are to sanitize the workspace upon entering and exiting the space.
- Employees should maintain safe distances for any in-person meeting and always wear a face covering. If they cannot, an alternative venue must be used. Please limit participants to only those that need to be present.

## DISEASE MANAGEMENT

A disease management program, compliant with applicable laws, will remain in place for infected and suspected cases;

**If you feel sick, go home. If you are home and feel sick, stay home.**

- Employees who are sick or showing COVID-like symptoms should contact their doctor. Alternatively, use the Telemedicine benefit available to employees: (855) 667-9722 for Amwell or (888) 726-3171 for MDLIVE/register at [www.mycigna.com](http://www.mycigna.com).
- Sick employees must inform the Corporate Medical Department at (337) 310-7804. Our staff will manage your sick leave and determine when it is appropriate for you to return to work. We will not disclose your identity to anyone at Sasol.

**Sasol is committed to enabling COVID-19 testing for employees and their dependents.**

- If you are covered on Sasol's Cigna Benefits Plan, your test will be covered as a preventative service for all in-network providers.
- If you pay at point of service, please keep all receipts and file a claim through Cigna as soon as you can. Contact Sasol Total Rewards at [SASOL-USA-Total-Rewards@sasol.com](mailto:SASOL-USA-Total-Rewards@sasol.com) if you need assistance.

## SANITATION - FACILITIES

- Workplace cleaning and disinfection protocols, with emphasis on frequently touched surfaces, (table, doorknobs, light switches, handles, desks, toilets, faucets, sinks, and shared workstations) will be maintained.
- Departments will ensure sanitation products are accessible for employees (i.e., disinfectant wipes, hand sanitizers, hand soaps).

## SAFE WORKPLACE HABITS

- Wash your hands often and for a minimum of 20 seconds.
- Sneeze or cough into your elbow.

## VISITORS

- Only business critical visitors are allowed onsite.
- Social or personal visitors are not permitted onsite.
- Virtual meetings are recommended rather than in person.
- Visitors must adhere to site requirements.

## TRAVEL

- Cancellation of non-essential business travel is advised.
- Individuals returning from high-risk areas (CDC Level 3 Travel Health Notice) or cruises will be required to stay home for 14 days from the day of their return.
- Employees returning from high risk areas for business travel will be compensated under Paid Personal Business Leave.
- Employees returning from high risk areas (including cruises) for personal travel have a responsibility to ensure they do not return to the work location for 14 days. If the employee is not able to work remotely in a productive manner, then the employee will be required to take vacation time. If vacation time is exhausted, the employee will take unpaid personal business leave.
- Individuals returning from non-high-risk destinations will be asked to self-monitor, practice effective control measures upon return to work and report the onset of symptoms to Sasol medical.

## EMPLOYEE WELL-BEING

Employee Assistance Program (EAP) benefits are provided to all employees and dependents at no cost.

- Call the Employee Assistance Program at 1-800-395-1616 or log in at [IBHCorp.com](http://IBHCorp.com). Access Code: SasolUSA