



Guidance on employee eligibility to work from home

- Supervisors and department heads are responsible for determining who can work from home, and for ensuring business continuity.
- The work from home option applies primarily to exempt and non-exempt salaried employees in functional, technical and administrative roles. Employees who operate plants should continue to report to work as scheduled and should contact their supervisors if they are unable to work.
- The work-from-home option is available only to personnel who are able to accomplish their daily tasks from home, and who have full access to the IM resources they need to conduct their work.
- Supervisors can recall this arrangement if productivity suffers.
- Employees who must stay home for reasons other than being sick or caring for sick relatives, and who are unable to work from home, should use vacation time.
- Employees who are sick should use sick time and contact their supervisors. They should not return to any Sasol office until they are clear of all symptoms.
- Employees who are taking care of sick relatives should use personal business (paid) in accordance with company policy. In all cases, supervisors are responsible for ensuring that business needs are met.
- Service providers should also consult with their employers.