



WORKPLACE GUIDELINES

Chemicals 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 workplaces.

HOW WILL WE PROTECT OUR WORKFORCE?

- Face Coverings
- Physical distancing
- Sanitation and Hygiene
- Remote Work
- Training
- Visitors
- Personal Travel
- Medical Case Management
- Employee Well-being

WHAT IS CHANGING?

- Effective Oct. 7, face coverings will not be required in outdoor settings.
- Effective Nov. 1, employees who are required to quarantine and are not eligible to work remotely, will no longer have hours coded as personal business paid.
 - Employees will be directed to utilize vacation or floating holiday hours for quarantine time.
 - If all vacation and/or floating holiday hours are exhausted, the employee's hours will be coded as personal business unpaid.

WHAT IS STAYING THE SAME?

- We are committed to protecting the health and well-being of our workforce.
- Fully vaccinated employees will not be required to test or quarantine following domestic travel. International travel will remain subject to the personal travel section below.
- Fully vaccinated employees will not be required to quarantine following an exposure or a potential exposure to an infected individual, but will be required to test in accordance with CDC guidelines.
- Employees that are symptomatic and/or test positive and are unable to work remotely, as of that date, will have time coded as "sick."
- All individuals will be required to wear face coverings when working indoors in common areas, and in vehicles and elevators with more than one occupant. Exceptions include when:
 - Working alone in a closed office or cubicle.
 - Speaking to an audience. However, the speaker must maintain a strict physical distance of six feet from any other individual.
 - Any individual is asked to temporarily remove the face covering for identification purposes.
- Except as noted above, all other existing control strategies will remain in place.

PHYSICAL DISTANCING

We believe that distancing continues to be an effective control measure. Until more employees become vaccinated, it is recommended that physical distancing (>6 feet) remains in place for all employees.

SANITATION AND HYGIENE

Site Services will continue to follow workplace cleaning and disinfection protocols throughout the facility. All employees will continue to practice personal hygiene (respiratory etiquette, hand-washing, etc.).

REMOTE WORK

For now, employees who can work from home should continue to do so. The America Flexible Work Arrangement Policy went into effect 1 Sept. 2021. However, as the policy clearly states, return to office plans should be consistent with the latest COVID-19 protocols.

TRAINING

Non-critical training has already resumed, with physical distancing and face covering requirements in place. All individuals will be required to wear face coverings during in-person training.

VISITORS

Only business critical visitors are allowed on site. Social or personal visitors are not permitted. All visitors must adhere to current site requirements.

PERSONAL TRAVEL

Restrictions will continue to apply for all employees who choose to travel to high-risk destinations. This includes quarantine and/or testing in accordance with the latest CDC Travel Health Notice.

MEDICAL CASE MANAGEMENT

The Corporate Medical Department will continue to manage isolation, quarantine and testing requirements. Employees who experience symptoms or are exposed to someone who has become symptomatic must inform the Medical Department at (337) 310-7804 to determine if it is safe to come to work. Remember, do not come to work if you are feeling sick.

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](https://www.ihcorp.com). Access Code: SasolUSA

VACCINES

Are vaccines mandatory?

Sasol currently does not require vaccinations, but strongly encourages all employees to make informed health decisions to protect themselves and their eligible family members.

How can I get vaccinated?

The Medical Department is providing vaccinations for employees at the on-site clinic in Lake Charles. More than 500 doses of the Moderna vaccine have been administered since February; there have been no severe reactions. Email medical@us.sasol.com to find out how to schedule your appointment today.

¹ CDC considers someone to be fully vaccinated 14 days following their final dose.

² These changes apply only to those individuals working at Sasol's U.S. facilities and are supported by the increased accessibility to and uptake of vaccinations in our communities. Employees based outside of the U.S. must refer to their local jurisdictions for applicable workplace guidelines.