



a world class African city



City Power Johannesburg

40 Heronmere Road Box 38766 Tel +27(0) 11 490 7000
Reuven Booyens Fax +27(0) 11 490 7590
Johannesburg 2016

www.citypower.co.za

27 March 2020

Delivery and Collection of Goods and provision of Services during lockdown

Following the President's address on the Coronavirus (COVID-19) on the 15th of March 2020, and the subsequent lockdown announcement on 23 March 2020, we would like to assure you that City Power fully observes all protocols and instructions communicated and gazetted by the President.

As an essential service provider during this crisis, City Power will remain operational during the lockdown – and we need you to help us do this.

Special Permit Access

If you have been designated as an essential service provider to City Power and your company plays a critical role in supplying us with goods or services then you will need to issue COVID-19 Special permits to your employees as per the attached Regulations.

For this you will need to do the following:

- Fill out the COVID-19 special permits and have them signed by the CEO or senior management wherein you confirm that you are our service provider and are essential to our ability to deliver services to customers.
- Ensure that each of your employees who are relevant to the service, carry the letter confirming that they are employed by yourself and are central to City Power's ability to supply electricity.
- Such a letter which will be carried by your employees shall have the following information (refer Annexure C of the Regulations for the template)
 - Be on your company letter head
 - The contact name, ID number and contact details of the Managing Director or reference person disclosed for reference purposes.
 - Name of the employee
 - Surname employee
 - Identification number of the employee carrying it.

Safeguarding your employees' health

Just like you, our business relies on interactions with others for receiving of goods and pick-up of the same from our warehouse. In this regard, we have issued our warehouse staff with the necessary Personal Protective Equipment (PPE) which includes masks, gloves and sanitizing liquid when dealing with suppliers. We have also instructed our

employees to observe strict social distancing of at least 1 meter in the workplace. All of these measures will also help safeguard **your** employees.

Keeping our employees' safe

In return, we ask you, to help safeguard **our** employees by introducing the same protocols and equipping your staff with the necessary PPE when delivering or receiving goods/products to and from any of our premises. No goods/products will be received or collected if safety protocols are not observed.

The driver and any of their assistants, may be subjected to a temperature reading (to be conducted with a thermometer). Should either one present with a high temperature above 37.5 access will be denied.

While we confirm that as at today that City Power does not have a confirmed case of Covid-19, we are implementing measures to contain its spread. Our emphasis is to ensure the safety and wellbeing of our employees, customer, suppliers and business partners, insofar as this is possible, while still continuing with our business.

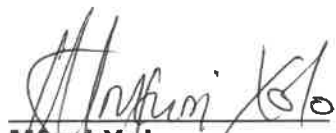
Precautionary measures introduced by City Power in conducting business during this time include the following:

- Taking steps to ensure that our premises are properly sanitised and secured
- Educating our staff and security personnel on the maintaining high-levels of hygiene, and keeping a safe distance of 2 meters between people, covering coughs and sneezes with a tissue or the inside of their elbow.
- Keeping our employees informed of the ongoing situation
- Requiring self-isolation by employees who have recently travelled overseas
- Suspending gatherings and keeping meetings to a minimal level.

City Power will continue to monitor the situation as it develops and may issue additional communication and restrictions, if required for the broader safety of all. Please also let us know if you do the same.

Thank you for your support and commitment to us as we work tirelessly to keep the lights on in this challenging time.

Kind regards



Mfuni Xolo
Chief Financial Officer
City Power SOC