



SOCIAL DISTANCING SOP

PURPOSE

The health and well-being of our employees and stakeholders (including our smallholder farmers, visitors and the communities) are utmost in our operations. This SOP is to prevent any incident of COVID-19 and to eliminate any possible spread in the unlikely event of a case.

SCOPE

This document applies to all operational activities of the Company with more emphasis on activities within the estate.

ACTION

- ❖ All social gatherings are suspended in line with the directive issued by the President of Ghana on Sunday March 15. Where in doubt, written permission is required from the General Manager.
- ❖ Social distance of 1.8m or 6 feet must be observed at all times between workers where practically possible.
- ❖ Prioritise the use of WhatsApp platforms for issuing instructions and information sharing where applicable.
- ❖ Prioritise the use of notice boards for sharing information. Within the villages, the use of the gongog beater (Village 'linguist') will be engaged. Essential Gatherings and meetings including Safety Talks on the estate shall not involve more than 25 people at any given time and place.
- ❖ All activities at the mustering grounds shall be undertaken with the observation of the acceptable social distance of 1.8m (6 feet).
- ❖ All labour buses shall be sanitized before sending workers to the work in the morning and before bringing them back in the afternoon.[Cleaning of contact surfaces with detergents/disinfectants]
- ❖ Work stations and high contact surface areas such as the labour buses shall also be disinfected after every round of use.
- ❖ Persons boarding company vehicles shall sanitize their hands before boarding

PRIOR TO ALL GATHERINGS / MUSTER / OFFICE WORK

- Temperature guns will be employed to monitor the temperature of all attendees.



- Attendees exhibiting cold/flu/fever like symptoms will be sent to the clinic for further medical attention.
- Availability of Wash-hand basins / Veronica buckets c/w soaps & water and hand sanitizers at such locations is a must and must be ensured. It is the responsibility of the Area Manager.

OTHER DIRECTIVES

In order to minimize exposure of our workforce to environments outside our estate where enforcement of the above actions might be a challenge, we will;

- Stock our estate shop with the everyday needs (such as beverages, rice, cooking oil and canned fish) of our workforce.
- Ensure the availability of diesel and petrol on site.
- Explore the use of technological aids in our dealings with suppliers to minimize face-to-face interactions.

It is the responsibility of Divisional / Area Managers to ensure conformance. The Wilmar Safety Disciplinary Measures will be employed where there is a breach. This SOP shall be reviewed where necessary and this must be within three months after approval.

Victor Atta-Amponsah (HRM)

Samuel Avaala Awonnea (GM)

March, 2020