

05 April 2022

ATTENTION TO ALL PERX EMPLOYEES

NOTICE: Protection of Personal Information Act (hereinafter "POPIA") COMPANY POLICY AND PROCEDURE

1. TAKE NOTICE THAT The POPIA makes it obligatory to comply with the conditions for lawful processing of personal information, but also places an obligation on responsible parties and operators to disclose breaches of information, provide data subjects with remedies and to give the Information Regulator (hereafter the Regulator) power to impose severe penalties for such conduct

2. COMMITMENT TO COMPLIANCE

2.1 The Company is committed to complying with this legislation and/or any related regulations and directions in order to ensure legality on our side.

2.2 The Company also records that its Employees are currently stationed within Telkom stores and therefore we are required to adhere to their POPIA policy in order to meet our operational requirements in terms of the agreement between ourselves and Telkom.

2.3 Therefore, you have all been briefed on Telkom's recently updated POPIA policy and we request that, all staff who are employed within Telkom take all measures to adhere to this policy.

3. TAKE NOTICE OF THE DISCIPLINARY POLICY FOR FAILURE TO COMPLY

- 3.1 **TAKE NOTICE THAT** All employees are expected to comply with the aforementioned policy and will be held individually responsible for failure to do so, which failure will result in immediate disciplinary action being taken against such employee, which disciplinary action may result in dismissal.

- 3.2 **TAKE FURTHER NOTICE THAT** any employee who has been formally or informally designated or placed in charge of POPIA policy enforcement, whether permanently or only for a specific short period, who fails in any manner or form to ensure POPIA policy compliance will be subject to harsh and immediate disciplinary processes, which processes may result in dismissal with immediate effect.

- 4. **QUERIES OR CONCERNS.** Should you have any queries or concerns regarding the policy as outlined herein above, please reach out to your manager and/or supervisor.

Yours faithfully,

NEVILLE THOMSON