

COVID-19 Vaccination Policy

Purpose

The WorkPac Group (WorkPac) is committed to providing a safe working environment for our employees, our clients and members of the public with whom we interact regularly. The purpose of the COVID-19 Vaccination Policy is to provide guidelines pertaining to the WorkPac's expectations and requirements with respect to the risk of COVID-19 infection and vaccination status.

In our day-to-day operations, we have a responsibility to protect all workers and the community in which we operate, and it is for this reason that it is critical that WorkPac and its employees take any and all precautions available to protect against the risk of COVID-19 infection.

Scope and Responsibility

This policy applies to all WorkPac employees. WorkPac's senior leadership is responsible for developing, implementing, and maintaining this policy.

Policy

It is the policy position of WorkPac to strongly recommend and encourage all employees to be vaccinated against COVID-19, as recommended by the Australian Government Health Department and Federal Chief Medical Officer. In order to provide the maximum protection for our employees, we will continue to assess and make the necessary changes to our policy content based on the developing nature of the virus, specific requirements for industry groups and any identified risks of transmission across certain workplaces.

WorkPac considers that evidence of COVID-19 vaccination is likely to become a mandatory requirement for many Australian workplaces and public spaces. To enable us to manage any such requirements and protect the health and safety of our workforce, along with the broader community, WorkPac is asking all employees to adhere to reasonable and lawful directions in providing evidence of their vaccination status.

Where an employee chooses not to be vaccinated, the individual will be requested to disclose the reason for not being vaccinated. Evidence of an employee's vaccination status will be kept in the employee's confidential file. Such personal information will be maintained in strict confidence in accordance with WorkPac's Privacy Policy and is only collected for the purpose of minimising risks to employees and others who come in contact with employees in the event of any positively identified COVID-19 cases.

In the case of an individual who has elected not to be vaccinated, WorkPac will review the information and vaccination status in the context of the employee's role. In order to protect the health and safety of the individual and also others in the workplace, WorkPac may need to implement necessary actions up to and including restricting access to the workplace, placing the individual on an unpaid leave of absence, and/or considering their contract of employment.

Supporting Vaccinations

WorkPac is committed to supporting the health and safety of our employees. Vaccination against COVID-19 is a scientifically proven and effective risk control measure to prevent the potential serious health risks associated with contracting COVID-19.

WorkPac is committed to providing support for all employees to get vaccinated including:

- Providing reasonable time off during paid work hours to attend appointments to get vaccinated;
- Providing support to workers who have had a vaccination and experience vaccine related symptoms over the following 5 days that impact their ability to attend work, including access to paid leave entitlements.

Employees should in the first instance discuss with their healthcare professional (or alternatively the Federal COVID Health Hotline 1800 020 080) any medical related concerns relating to the COVID-19 vaccine.

Employees are encouraged to discuss any work-related enquiries regarding their COVID-19 vaccination status with their immediate WorkPac supervisor/ manager.

Documenting COVID-19 Vaccination Details

WorkPac will maintain confidential records for all employees on their COVID-19 vaccination status.

Employees will have the information attributed and recorded in their employment records within WorkPac's corporate database.

The information to be retained will include evidence of the individual's vaccination record, such as their "Immunisation history statement" issued by Medicare and available via the "MyGov" portal, or an alternative formal vaccination record issued by a State or Federal authority.

The record will evidence:

- Date of vaccination;
- Immunisation the vaccine was for (being COVID-19); and
- Type of vaccine administered.

If no evidence can be provided, comments will be entered into the employees file giving the reason for refusal, such as:

- Contraindication - medical grounds; or
- Election by choice.

WorkPac's leadership team will continue to monitor the situation relating to COVID-19 and the potential impact on our employees and the workplace. WorkPac will continue to communicate with our employees any information relevant to this policy as needed.

Signed:



Hamish Griffin
Chief Executive Officer
Date: 12th October 2021