

# COVID-19 Vaccination Policy

<b>Policy Owner</b>	Human Resources
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# Introduction

COVID-19 is an infectious disease caused by Severe Acute Respiratory Syndrome Coronavirus 2 (SARS-CoV-2), and is responsible for the outbreak that began in December 2019 and progressively became a global pandemic affecting more than 120 countries.

COVID-19 has created twin crises – a public health emergency and a profound global economic shock, both of which are having a significant impact on the health and wellbeing of countries that Wilson operates in.

In 2020, global economies are expected to endure some of their largest annual falls in economic activity on record. A safe and effective vaccine, available globally, will dramatically improve health outcomes and societal wellbeing, and facilitate economic recovery. Making safe and effective COVID-19 vaccines available to all individuals is a key priority of the governments in countries that we operate in.

Vaccination is one of the most successful public health interventions of the past 200 years. The low incidence of vaccine-preventable diseases across Australia, New Zealand, Singapore and Malaysia attests to the effectiveness of immunisation services, programs and policies. Since the introduction of routine immunisations across the globe in the 1950s, death or disability from vaccine-preventable diseases has reduced dramatically.

A safe and effective vaccine will only be one part of keeping the community safe and healthy. This means we must continue to apply other COVID-19 control measures such as physical distancing, good hygiene and regular cleaning and maintenance, even when the vaccination is available.

## Purpose

The Wilson Group COVID-19 Vaccination Policy sets out the obligations and responsibilities of all people covered by this Policy with regard to the approved vaccine for COVID-19.

## Scope

### 1.1 Who does this Policy apply to?

This Policy applies to all employees throughout Australia, New Zealand, Singapore and Malaysia and to the extent relevant, all consultants and contractors who have been engaged to provide services to Wilson.

This Policy applies subject to any government mandate and official government health advice relating to the COVID-19 vaccine.

To the extent that this Policy contains any obligation on the part of Wilson, these are to be regarded as guidelines only, not contractual obligations or offers capable of acceptance, nor representations on which individuals should or may rely.



# Responsibilities

**All Individuals:** are responsible for familiarising themselves and complying with this Policy and for complying with the Policy requirements. All individuals are also personally responsible for following the official government health advice in relation to the vaccine for COVID-19

**All Supervisors/Managers:** are responsible for managing procedures associated with their functional area so that employees, consultants and contractors are informed, understand and adhere to this Policy.

## COVID-19 vaccine

### 1.2 Getting the vaccine

The government is responsible for the testing, approving and administering the rollout and availability of the COVID-19 vaccine. At the time of writing this Policy, the government has foreshadowed that the vaccine will be made available in a staged release to the community, taking into account specific occupations, industries and persons before being made widely available. Your particular role and personal circumstances may then impact on when you will be able to receive the vaccine in line with this government plan.

Wilson acknowledges that there will be circumstances in which individuals may be advised to not receive the vaccine in their personal circumstances based on the official medical advice regarding the approved COVID-19 vaccine. It may also be the case that individuals choose to not be vaccinated because of their religious or cultural beliefs or circumstances.

Balanced against those circumstances, Wilson encourages all employees, consultants and contractors to be vaccinated with the government-approved vaccine in line with medical advice appropriate for your specific circumstances. We consider it important that we are all playing a part in the global efforts to combat COVID-19, and the approved vaccination is one measure in this community response.

### 1.3 Specific requirements for your role or duties

While it is not mandatory to receive the vaccine, Wilson strongly encourages that all employees, consultants and contractors receive the vaccine in line with medical advice.

There may be specific roles or sites for which the vaccine may be a condition in order to commence or continue performing work. If you perform work at one of these sites, or perform a role for which the vaccine is required, you will be notified about this and requested to provide evidence that you have received the vaccine.

This would likely arise for sites where, for example, there is a higher risk of contracting or transmitting COVID-19 such as quarantine facilities, airports, hospitals and aged care facilities.

If you are concerned about the safety or effectiveness of the vaccine, we encourage you to do more research and reading in order to make the most informed decision once the vaccines are available.



## 1.4 Electing to not be vaccinated or provide proof of vaccination

If you choose to not receive the vaccine, or choose to not provide proof of having received the vaccine, you are entitled to do so. However, it may be that you are unable to be deployed to a particular site, or perform particular work, taking into account government requirements, medical guidance, and Wilson's health and safety obligations.

In these circumstances, Wilson will consider the options available for redeploying you to another site, or providing you with alternative duties, to the extent possible. If you are unable to be redeployed to an alternative site or role, we may have no option but to terminate your employment. Of course, this will be a measure of last resort, as we will explore options open to try and accommodate redeployment where possible first.

## 1.5 Providing proof of vaccination

Where necessary, we may request evidence that you have received the COVID-19 vaccine depending on the specific requirements of your role or the site to which you are deployed to perform work.

Appropriate evidence will be a copy of the official government confirmation issued once the approved COVID-19 vaccine has been administered through a medical practitioner or other health professional.

## 1.6 Handling and storage of your vaccination information

Your vaccination information collected, used and stored under this Policy will be handled in accordance with Company policy and applicable privacy laws.

# Additional Information

## 1.7 Where to go if you have questions

**Australia:** <https://www.health.gov.au/initiatives-and-programs/covid-19-vaccines>

**New Zealand:** <https://www.health.govt.nz/our-work/diseases-and-conditions/covid-19-novel-coronavirus/covid-19-vaccines>

**Singapore:** [https://www.moh.gov.sg/covid-19/vaccination#:~:text=Vaccination%20is%20free%20to%20all,\(e.g.%20persons%20with%20comorbidities\).](https://www.moh.gov.sg/covid-19/vaccination#:~:text=Vaccination%20is%20free%20to%20all,(e.g.%20persons%20with%20comorbidities).)

**Malaysia:** [http://covid-19.moh.gov.my/kajian-dan-penyelidikan/mahtas-covid-19-rapid-evidence-updates/COVID-19\\_VACCINES\\_editted.pdf](http://covid-19.moh.gov.my/kajian-dan-penyelidikan/mahtas-covid-19-rapid-evidence-updates/COVID-19_VACCINES_editted.pdf)



# Policy Review

This Policy has been drafted based on the advice and information provided by governments. However, given the changing nature of matters relating to COVID-19, you are responsible for ensuring that you follow public health advice issued by the relevant government authorities, and raise any queries with your manager, the Human Resources team or the Health and Safety team for clarification as you need.

You are welcome to contact [humanresources@wilsongroupau.com](mailto:humanresources@wilsongroupau.com) with any suggestions, feedback or questions.