

COVID-19 Vaccination Policy - Menzies Safety Commitment

PURPOSE - Under its overarching Risk Management policy, Menzies is committed to providing a safe and healthy working environment for all members of our team and anyone who comes in contact with our business.

Under Australia's model WHS laws, employers are required to do all that is reasonably practicable to ensure the health and safety of workers and others at the workplace. This duty extends to the COVID-19 pandemic, where employers must eliminate, or if that is not possible, minimise, so far as is reasonably practicable, the risk of exposure to infection from COVID-19 in the workplace both now and into the future.

The ongoing rollout of COVID-19 vaccinations is an important additional safety measure being driven by various government bodies, that will assist the community, but also organisations including Menzies, to continue providing a safe and healthy work environment.

This duty of care must be balanced against the legitimate rights of our employees to choose whether they wish to be vaccinated. The Federal Government continues to communicate that whilst COVID-19 vaccinations should be voluntary for most Australians, the aim of the vaccine rollout is also to have as many Australians as possible vaccinated, in order to support a return to a pre-pandemic life, with limited restrictions.

Previously, the Federal Government announced that most employers should assume that they won't be able to require their employees to be vaccinated against coronavirus. However, the Government has further said that there may be circumstances where an employer may require their employees to be vaccinated, taking into account the workplace circumstances and the industry in which the employer operates. As vaccinations become more readily available, employers and employees are encouraged to work together to find solutions that suit their individual needs and workplaces. A collaborative approach in the workplace that includes discussing, planning, and facilitating COVID-19 vaccinations is an important part of Australia's vaccine rollout, and should form the basis for most vaccination policies and discussions moving forward.

WHY WAS THIS POLICY CREATED? - This policy has been created to outline Menzies's safety obligations in response to COVID-19, specifically in relation to COVID-19 vaccinations and how these vaccinations interact with the safety systems enforced by Menzies.

This policy does not replace current COVIDSafe workplace policies and should be read in conjunction with other relevant safety policies and procedures. Whilst COVID-19 vaccinations are a critical step towards ensuring safer workplaces, it is important that physical distancing, good hygiene and regular cleaning and maintenance measures under relevant policies, continue to apply, even if the entire workforce has been vaccinated.

NATIONAL COVID-19 VACCINATION ROLLOUT – The Australian Government aims to have as many people vaccinated as possible in 2021. Eligibility for vaccination is changing day-to-day, with the majority of Australians over the age of 16 now able to access a COVID-19 vaccination. Therefore, employers and employees should stay up to date with [relevant health advice](#) to understand when they, or their workforce, are eligible for vaccination.

MANAGING VACCINES IN THE WORKPLACE - Employers can only require their employees to be vaccinated where:

- a specific law (such as a state or territory public health order) requires an employee to be vaccinated, or
- the requirement is permitted by an enterprise agreement, other registered agreement or employment contract, or
- it would be lawful and reasonable for an employer to give their employees a direction to be vaccinated, which is assessed on a case-by-case basis.

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The Federal Government and the Fair Work Ombudsman have recently introduced a 4-tier system to assist employers in making individual assessments about the reasonableness of any directions to mandate COVID-19 vaccinations.

THE 4-TIER SYSTEM - The defined tiers are as follows:

- Tier 1 work, where employees are required as part of their duties to interact with people with an increased risk of being infected with coronavirus (for example, employees working in hotel quarantine or border control).
- Tier 2 work, where employees are required to have close contact with people who are particularly vulnerable to the health impacts of coronavirus (for example, employees working in health care or aged care).
- Tier 3 work, where there is interaction or likely interaction between employees and other people such as customers, other employees or the public in the normal course of employment (for example, stores providing essential goods and services).
- Tier 4 work, where employees have minimal face-to-face interaction as part of their normal employment duties (for example, where they are working from home).

It is important to note that the COVID-19 pandemic doesn't automatically make it reasonable for employers to direct employees to be vaccinated against the virus. Employers will need to consider their specific situation in line with relevant Work, Health and Safety legislation, Anti-Discrimination legislation and Privacy legislation.

PUBLIC HEALTH ORDERS - Separate to the eligibility under the National COVID-19 Vaccination Rollout, employees may be covered by Federal and State/Territory government health orders, requiring mandatory vaccinations of employees in certain settings.

Please follow the links below to confirm which industries require mandatory vaccination in the applicable state/territory for your workplace.

WHAT IS OUR POLICY? - Menzies is committed to continually striving towards a safe and healthy working environment, including taking all reasonably practicable steps required to protect staff and others from the risk of COVID-19. Our COVID-19 Vaccination Policy will continue to be informed by any applicable laws, enforceable government directions and advice issued by Commonwealth, state and territory governments.

In certain limited circumstances, implementing a mandatory vaccination policy may potentially be a reasonably practicable measure that should be taken by certain employers to help ensure a safe workplace. The Federal Government has indicated that whether an employer can require their employees to be vaccinated against Coronavirus is highly fact dependent, taking into account of the workplace and each employee's individual circumstances.

When assessing 'reasonableness', the following factors have been considered by Menzies –

- the nature of each workplace (for example, the extent to which our employees need to work in public facing roles, whether social distancing is possible and whether the business is providing an essential service);
- the extent of community transmission of COVID-19 in the location where the direction is to be given, including the risk of transmission of the Delta variant among employees, customers or other members of the community;
- the effectiveness of vaccines in reducing the risk of transmission or serious illness, including the Delta variant and any possible future variants;

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- work health and safety obligations;
- each employee's circumstances, including their duties and the risks associated with their work;
- whether employees have a legitimate reason for not being vaccinated (for example, a medical reason);
- vaccine availability;
- whether employees can work remotely;
- As we work on client premises, we may also be dependent on advice from our clients and the industries in which we service
- any other related circumstances.

STRONG ENCOURAGEMENT (NOT MANDATORY) - We have taken the decision that it is reasonable for us to strongly recommend to all employees that they be vaccinated, and that Menzies will support them in getting vaccinated.

Menzies strongly encourages all employees and persons in contact with our business to voluntarily access the government-funded vaccinations as they become available, even in the absence of an employer direction to this effect by Menzies.

Please be advised that we may need to change our strong encouragement position to mandated, dependent on Government advice, client requests and permission and any other relevant deciding factor which would be reasonable in making an informed decision.

In the event Menzies is required to change direction with this policy, all staff will be advised accordingly.

PROOF OF VACCINATION – If, at any time, Menzies has provided a lawful and reasonable direction for employees to be vaccinated for coronavirus, Menzies can also ask employees to provide evidence of their vaccination.

Evidence of vaccination will only be requested by us if our request is considered to be lawful and reasonable, based on the circumstances of our request. If an employee who is requested to provide such evidence has any concerns, they should initially speak to their line manager directly or contact us on hrhotline@menziesgroup.com.au

Menzies may ask to view evidence of an employee's vaccination status without raising privacy obligations if we do not collect (i.e., make a record or keep a copy of) this information. This could occur if an employee chooses to access a company-wide incentive scheme, such as taking additional paid leave to access the vaccination. In the absence of a mandatory vaccination requirement or health order, employers must assess the reasonableness of the request for such information.

In most cases, we will not collect vaccination status information from an employee unless the employee consents and the collection is reasonably required for our functions and activities. However, consent to collection is not required if the collection is required or authorised by law (for example, a public health order applies or where it is necessary for the employer to meet their obligations under WHS laws).

OUR EXPECTATIONS OF OTHERS - It is important that all staff, contractors, and visitors must comply with our safety policies and accept responsibility for their individual actions and responsibilities in helping us achieve a COVIDSafe workplace. This extends to the availability and uptake of the COVID-19 Vaccination as per this policy, and all other COVIDSafe measures which have been implemented to reduce the spread of the virus.

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NEED MORE INFORMATION?

Please contact your Contract Manager if you have any queries or concerns about this policy or any safety issue, alternatively you can contact hrhotline@menziesgroup.com.au

PUBLIC HEALTH ORDERS PER STATE AND TERRITORY

- Commonwealth: [Federal Register](#)
- New South Wales: [Government Gazette](#)
- Victoria: [Government Gazette](#)
- Queensland: [Queensland Health](#) AND [Government Gazette](#)
- Western Australia: [Government Website](#)
- South Australia: [Government Gazette](#), [SA Emergency Declarations and Directions](#)
- Tasmania: [Government Gazette](#) and [Resources](#) (under the heading 'Current Directions')
- Australian Capital Territory: [Search through ACT notifiable instruments](#)
- Northern Territory: [Government Gazette](#) and [Government Website](#)

Authorised by:



Greg Springall
CHIEF EXECUTIVE OFFICER

Translation can be arranged through your Branch Office for staff with this need.

Spanish Translation: Por intermedio de la Oficina Regional se puede organizar traducción el personal que la necesite.

French Translation: traduction peuvent être organisés par le Bureau régional pour le personnel avec ce besoin

Italian Translation: Una traduzione potrà essere eseguita attraverso l'ufficio regionale per il personale che dovesse averne bisogno.

Serbian Translation: Превод се може организовати преко Регионалне канцеларије за особље коме је потребно.

Croatian Translation: Prijevod se može organizirati preko Regionalnog ureda za osoblje kome treba.

Greek Translation: Μετάφραση μπορεί να κανονισθεί μέσω του Περιφερειακού Γραφείου για προσωπικό που έχει αυτή την ανάγκη.

Macedonian Translation: Превод на текстови може да се организира преку Регионалната канцеларија за персоналот кој има таква потреба.

Russian Translation: Перевод может быть организовано через региональное отделение для сотрудников с этим необходимо

Finnish Translation: käännös voidaan järjestää aluetoimiston henkilöstön tämän tarpeen

Thai Translation: แปลได้ ัดผ่าน Regional Office สำหรับพนักงานที่มี ัดองนี้

Arabic Translation: مع هذه الحاجة ويمكن ترجمة يتم ترتيبها من خلال المكتب الإقليمي للموظفين

Persian Translation: ترجمه می تواند از طریق دفتر منطقه ای را برای کارمندان این نیاز باشید یا تنظیم

Turkish Translation: Çeviri Bölge Müdürlüğü personeli için aracılığıyla bu ihtiyacı ile ayarlanabilir

Filipino Translation: pagsasalín Maaari Maging hagdán pamamagitan ng Regional Office para sa mga tauhan na ito kailangan

Indonesian Translation: terjemahan Bisa Diatur Melalui Kantor Wilayah untuk staf dengan kebutuhan ini

Malay Translation: penterjemahan Bisa Dikawal Melalui Pejabat Wilayah untuk kakitangan dengan keperluan ini

Swahili Translation: Tafsiiri unaweza ukapangwa kupitia Ofisi ya Mkoa kwa ajili ya wafanyakazi na hitaji hili

Afrikaans Translation: Hây bô trí có thê djich qua Vän phòng Khu vưc nhân viên có nhu cầu này

Vietnamese Translation: Hây bô trí có thê djich qua Vän phòng Khu vưc nhân viên có nhu cầu này

Japanese Translation: hon'yaku wa , chiiki jimusho no sutaffu wotsujite, kono hitsuyô sei ni haichi suru koto ga deki masu

Chinese Translation (Traditional): fān yì kě yì ān pái tōng guò qū yù bàn shì chǔ de gōng zuò rén yuán, zhè fāng miàn de xū yào

Chinese Translation (Simplified): kě yì ān pái fān yì tōng guò qū yù bàn shì chǔ de gōng zuò rén yuán yǔ c