

Monday, 18 October 2021

Workplace COVID-19 Vaccination Policy

Purpose

The purpose of this policy is to facilitate the protection of the health and safety of all people who attend any of Sapphire Aluminium's workplaces by requiring all such persons to be fully vaccinated against COVID-19.

Application

This policy applies to any visitors as well as all employees (permanent or casual), contractors, labour hire personnel, interns or secondees who may be performing work at any of Sapphire Aluminium's workplaces in Australia (**Workers**).

This policy applies with immediate effect, noting the interim arrangements as set out below.

Definitions

In this policy, the following terms have the meaning as set out below:

Approved Vaccine means any COVID-19 vaccination that have been provisionally registered for use in Australia by the Therapeutic Goods Administration.

Fully Vaccinated means having obtained the manufacturer's recommended dosage of any Approved Vaccine. For example, where a two-dose schedule is recommended by the manufacturer, a person will be considered fully vaccinated when they have received both doses of the vaccine.

Recognised Contraindication means a or reaction to an Approved Vaccine that is recognised by the manufacturer of that vaccine.

Requirement to be vaccinated

As of **1 January 2022**, it will be a requirement of attending any Sapphire Aluminium worksite that any Worker must be Fully Vaccinated against COVID-19, unless they have been granted an exemption by Sapphire Aluminium in accordance with this policy. Vaccination must be undertaken on the advice of an accredited health practitioner (including health practitioners at any authorised COVID-19 vaccination centres).

All Workers will be required to provide to evidence acceptable to Sapphire Aluminium of being Fully Vaccinated. Sapphire Aluminium will accept for these purposes a copy of your Immunisation History Statement, or alternatively a copy of your COVID-19 Digital Certificate (both of which can be obtained through your MyGov account). These documents should be emailed to sally@sapal.com.au. If you require assistance in obtaining this evidence, please contact sally@sapal.com.au.

Vaccine availability

Sapphire Aluminium recognises that not all Workers may be able to access an Approved Vaccine at present.

Any Worker who is not currently Fully Vaccinated must have obtained their first dose of an Approved Vaccine prior to **30th November 2021** and must have obtained their second dose of an Approved Vaccine prior to **23rd December 2021**.

Any Workers who are unable to make a booking for an Approved Vaccine due to current access limitations can email sally@sapal.com.au for further information.

Sapphire Aluminium will continue to monitor the advice from the Department of Health and will inform all Workers of any developments.

Exemptions

Sapphire Aluminium understands that not all Workers will be able to receive an Approved Vaccine, including due to medical conditions for which there is a Recognised Contraindication to receiving any of the Approved Vaccines.

Any employees who have such a medical condition are required to provide medical evidence satisfactory to Sapphire Aluminium of the medical condition and the reason for which they are unable to receive any of the Approved Vaccines. Any medical certificate provided in this respect must be issued by a duly qualified medical practitioner with a current and valid registration and must clearly identify the medical condition, and specify that the Worker's medical condition gives rise to a Recognised Contraindication in respect of all Approved Vaccines. Sapphire Aluminium reserves the right to contact the issuing medical practitioner to verify the authenticity of any such medical certificates.

Any Worker who is unable to become Fully Vaccinated for any other reason, including by reason of a sincerely held religious belief, religious practice or religious observance, must email sally@sapal.com.au prior to 31st October 2021. Requests for an exemption will be considered by Sapphire Aluminium on a case-by-case basis.

In order to ensure the health and safety of Workers at Sapphire Aluminium's workplaces, individuals granted an exemption may be subject to conditions or restrictions related to their job, facility access and/or safety requirements (e.g. masking).

Information provided to Sapphire

Any information provided to Sapphire Aluminium in accordance with this policy will be treated confidentially by Sapphire Aluminium, and will be used only for determining compliance with this policy, and to enable Sapphire Aluminium to undertake statistical analysis with respect to vaccine coverage amongst its workforce.

Any Worker who provides information to Sapphire Aluminium in accordance with this policy is expected to provide accurate and truthful information to Sapphire Aluminium. Failure to do so will be considered serious misconduct, and may result in termination of employment.

Obtaining information about vaccination

We advise you in the first instance to consult with your accredited health practitioner about any concerns you may have in relation to receiving an Approved Vaccine, including the process for obtaining an Approved Vaccine.

Information about making a booking to receive an Approved Vaccine can be found:

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| Victoria | 1800 675 398 or https://portal.cvms.vic.gov.au/ |
| New South Wales | https://www.nsw.gov.au/covid-19/health-and-wellbeing/covid-19-vaccination-nsw/get-your-covid-19-vaccination-nsw |
| All other States and Territories | Check your State / Territory Government health department website for details |

We encourage all Workers to raise any further issues with their manager, People and Culture or other designated Sapphire Aluminium contact.

Financial assistance

Workers are encouraged, where possible, to be vaccinated outside of regular working hours. However, personal circumstances may make this difficult for some.

Additionally, for permanent staff up to two days' special purpose leave will be available to staff who experience a negative reaction after receiving a dose of an Approved Vaccine. Applications for more time off if employees are unwell after receiving a dose of an Approved Vaccine will not be unreasonably withheld by Sapphire Aluminium. All time off must be approved by management and must be accompanied with a medical certificate.

Compliance

Employees of Sapphire Aluminium who fail to comply with this policy will be subject to disciplinary action, which may include termination of employment.

For all other Workers, compliance with this policy is a condition of accessing any of Sapphire Aluminium's worksites. Sapphire Aluminium reserves the right to refuse entrance to any Worker who does not comply with this policy.

Operation of this policy

Sapphire Aluminium will be continuously monitoring and assessing the operation of this policy in line with the latest information from Government and health authorities. Sapphire Aluminium may amend, withdraw or replace this policy from time to time at its sole discretion.

Signed



Clynton Husband

Managing Director