

1. Purpose

Melbourne Water is committed to ensuring the health, safety and wellbeing of employees and others at the workplace, so far as is reasonably practicable. This policy aims to assist in safeguarding the health and wellbeing of our employees, customers and the communities in which we work, from the risks associated with COVID-19.

As part of this commitment Melbourne Water strongly encourages all of our employees, contractors, customers and the community to get vaccinated, to support community safety.

2. Scope

This Policy applies to all employees and relates specifically to the COVID-19 vaccination and will apply in addition to any other vaccination requirements which apply now or in the future. It takes effect from date of publication and will be in effect until advised otherwise by management. Contractors, subcontractors, suppliers, service providers and visitors who require access to any assets owned, operated or leased by must also ensure compliance with the terms of this policy.

3. Vaccination Requirement

In accordance with our Workplace Health and Safety (WHS) obligations and in accordance with Victorian State Government current and future requirements, Melbourne Water requires all employees and contractors to maintain a Current COVID-19 Vaccination Status as a condition of employment to access Melbourne Water work locations unless they fall within the exemptions as defined in this Policy.

“**Current COVID-19 Vaccination Status**” means that an individual has received both an initial vaccination against COVID-19 and any subsequent vaccinations or boosters that are required or recommended by the Australian Commonwealth Government or a state or territory government to maintain immunity against COVID-19.

4. Confirmation of Current COVID-19 Vaccination Status

Employees are required to provide evidence of their Current COVID-19 Vaccination Status through the mechanism and within timeframes identified and communicated by Melbourne Water (“**Vaccination Deadline**”).

If an employee is not willing or able to provide evidence of their Current COVID-19 Vaccination Status by the Vaccination Deadline, the employee must instead provide either:

- a) confirmation of an upcoming vaccination appointment; and then subsequent evidence of vaccination or
- b) confirmation of an exemption granted by Melbourne Water, or pending exemption application.

New hires who are starting in their new role after the this Policy has commenced will be asked to provide evidence of their Current COVID-19 Vaccination Status or have an exemption granted by Melbourne Water prior to starting in their new role, unless an alternative timeframe is agreed in advance.

Contractors, subcontractors, suppliers, service providers and visitors are to ensure all personnel are to ensure their employees attending Melbourne Water sites maintain a current COVID-19 Vaccination Status.

Melbourne Water will not store any vaccination records of any Contractors, subcontractors, suppliers, service providers or visitors, but may ask such parties to provide evidence of their Current COVID-19 Vaccination.

5. Exemptions

Employees may apply to Melbourne Water for an exemption from the requirements of this Policy if they have a medical reason that prevents them from receiving the COVID-19 vaccination at all or by the Vaccination Deadline.

Exemption applications will be considered on a case-by-case basis.

How do Employees seek an exemption?

- a) Employees will need to complete an Exemption Application Form (see appendices below) and submit it to the People Hub (people.hub@melbournewater.com.au) on or before the Vaccination Deadline.
- b) Employees who are claiming an exemption on medical grounds will need to provide documentary evidence to support their basis for exemption, which may include a letter from your treating practitioner. Additional information may be required if the initial documentation is not considered sufficient.
- a) In determining the outcome of the Exemption application, Melbourne Water will consider whether suitable alternative controls can be put in place (either temporarily or permanently) for exempted employees, in order to protect other employees, customers, and the communities we work in. Alternative controls could include, for example, a requirement that the exempt employee wear additional personal protective equipment, be subject to additional testing or be redeployed into a different role, where reasonably practicable.
- c) This will be determined on a case-by-case basis, and discussed with the employee.
- d) Employees will be notified of the outcome of their exemption application in writing, and a record of that will be kept on the employee's personnel file (or equivalent).
- e) The employee will be able to appeal this decision by writing to the General Manager of People & Capability within 3 business days of being notified of the decision setting out reasons why the exemption application should be approved.
- f) An employee who is not granted an exemption is required to get vaccinated and provide evidence of this in accordance with section 4, or will be considered as failing to comply with the vaccination requirement.

6. Assistance in Facilitating a Vaccine

The Australian Government has confirmed that the COVID-19 vaccine will be provided free of charge to all Australian citizens, permanent residents and work visa holders. Melbourne Water will provide support to employees by allowing them to attend local vaccination clinics during

work time, if required. Employees must discuss this with their manager in advance of the appointment.

7. Failure to Comply with vaccination Requirement

Failure to comply with the requirements in this Policy may constitute a refusal to follow a lawful and reasonable direction by Melbourne Water and may impact an employee's ability to perform the requirements of their position. This may have consequences for the employment of the employee, including potential termination of employment.

Employees who are not permitted to perform duties at a place other than their place of residence, per the vaccination requirement, will be refused access to all assets owned, operated and leased by Melbourne Water.

Contractors, subcontractors, suppliers, service providers and visitors who fail to comply with the requirements of this Policy will be refused access to any assets owned, operated or leased by Melbourne Water.

8. Refusal to Work with an Unvaccinated Employee

Employees are required to work with others as directed, including with those who may not be vaccinated due to an exemption. Employees are not permitted to cease or refuse to carry out work on the basis that another person at the workplace is not vaccinated.

We understand that some employees may be concerned about working with employees who have not received a COVID-19 vaccination. Accordingly, we encourage employees to discuss any concerns in this regard with their manager and those concerns will be considered on a case by case basis.

Melbourne Water will consider the employee's concerns and consider whether suitable alternative controls can be put in place to protect the employee, taking into account the employee's specific characteristics, the nature of the work areas, and the type of work the employee performs. Alternative controls could include, for example, additional personal protective equipment, opportunities to undertake duties from another location, be subject to additional testing or redeployment into a different role, where reasonably practicable.

9. Boosters

It is anticipated that booster COVID-19 vaccinations may be required from time to time, on at least an annual basis. If this is the case, employees will be directed as to the timeframe in which they are required to obtain the booster as part of their Current COVID-19 Vaccination Status requirement.

The same arrangements that apply to initial vaccinations as set out in this Policy will apply in respect of boosters, including in respect of failure to comply with the requirement to obtain the booster vaccination.

10. Confidentiality and Employee Privacy

Information regarding employees' health, including their vaccination status, is and will be treated confidentially and handled in line with Victorian and Australian privacy and health records laws.

Any information received by Melbourne Water on an employee's Current COVID-19 Vaccination Status will otherwise be collected, used, disclosed and stored in line with Melbourne Water's Privacy Policy, a copy of which is available on the intranet.

Wherever possible, we will de-identify employees' personal information for the purposes of aggregated reporting.

11. Changes to this Policy

Melbourne Water will continue to monitor the latest developments in respect of COVID-19 and the vaccination efforts. We will continue to follow guidance from the Commonwealth and State/Territory Governments. This policy may be updated to reflect any changes in that guidance.

12. Responsibilities

Role	Responsibility
Employee	<ul style="list-style-type: none">Ensure own awareness of the PolicyFollow all reasonable directions made in accordance with this Policy through the mechanisms provided
Manager	<ul style="list-style-type: none">Ensure contractors used are aware of this Policy
Contractor Organisations	<ul style="list-style-type: none">Ensure their employees attending Melbourne Water sites maintain a current COVID-19 Vaccination Status

13. Appendices

Appendices
Exemption Application Form

14. Document History

Date	Reviewed/ Actioned By	Version	Action
6 th October 2021	Leadership Team	1	Approved
11 th October 2021	Leadership Team	2	Approved

Date	Reviewed/ Actioned By	Version	Action
14 th October 2021	Leadership Team	3	Approved
15 th October 2021	Workplace Relations Manager	4	Approved