

## Vaccination Policy – COVID-19

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Approved for issue by: CEO	Last Revision: NA
Revision approved by: NA	Next revision date: Dec 2022
Application: Everyone accessing a Watercare site	Issue Method: MyPlace

Watercare's values are “Respect”, “One Team”, “Excellence”, “Accountability” and “Make it Happen”. This means that we work together and collaborate with others to deliver a coordinated and streamlined service that meets the standards required by all stakeholders.

We are committed to all Watercare being a safe and healthy place to work. This starts with our people and our values. At Watercare, we are committed to making every reasonably practicable effort to establish and maintain a safe and healthy environment for people to work and to visit.

### COVID-19

Watercare recognises that vaccination against COVID-19 is a significant means to assist in bringing the spread and impact of the disease under control. We will continue to follow government guidelines and Ministry of Health advice and this policy may be updated as developments occur.

Vaccination is our best protection against the adverse impacts of COVID-19, including the potentially serious health impacts to our team, which could in turn, result in disruptions to the essential services we provide to the community. Vaccination limits the spread of COVID-19 where our people have contact and interact with each other and/or members of the public.

### Purpose

The purpose of this policy is to provide clarity regarding the use of vaccination as a tool to protect against COVID-19 in our workplaces, ensuring Watercare's duty of care obligations are met in accordance with the Health and Safety at Work Act 2015.

This Policy is based on our obligation to provide a work environment without risks to health and safety, so far as is reasonably practicable. This obligation includes eliminating or minimising risks associated with exposure to disease/s which may be preventable by vaccination.

This Policy aims to assist Watercare to assess and manage exposure to disease/s, and thereby meet or exceed its obligations under current legislation.

## Application of Policy

This policy is applicable anyone accessing a Watercare site including employees, suppliers and visitors.

The Policy aims to provide employees, suppliers (includes contractors and consultants) and customers with protection against COVID-19 in in our workplaces. It is a reasonable additional control for our employees against exposure to COVID-19 and limiting transmission from our employees to others.

## Risk Assessment

Prior to developing this policy Watercare has undertaken a risk assessment process. Risk assessment has been based on assessing risk for Similar Exposure Groups (SEGs). Copies of the risk assessments can be found [here](#).

## Requirements

### Vaccination

- From 1 December 2021, anyone entering a Watercare site must have received at least 1 dose of an approved COVID19 vaccine
- From 14 January 2022 anyone entering a Watercare site must be fully vaccinated and maintain fully vaccinated status. This may include booster shots as advised by the Ministry of Health requirements.
- Fully vaccinated against COVID-19 is defined as meeting all requirements of an approved World Health Organisation vaccine. Currently in NZ this is receiving both doses of the Pfizer/BioNTech COVID-19 vaccine, however vaccines approved by the World Health Organisation will be accepted.

### Proof of vaccination

- Employees are responsible for being fully vaccinated with an approved COVID-19 Vaccine and for providing Evidence of Vaccination to Watercare on or before the required date
- Employees must notify their Manager if they are unwilling or unable to comply with the Policy
- New employees must be fully vaccinated with an approved COVID-19 Vaccine and provide Evidence of Vaccination before they commence employment
- Candidates applying for a role will need to be fully vaccinated to participate in an in-person interview.
- Suppliers must provide confirmation that only vaccinated persons will access a Watercare site
- Visitors to a Watercare site must strictly follow the procedures applicable prior to entering a Watercare site, including providing proof of vaccination

### Record Keeping

- Watercare will maintain and appropriately secure records of Evidence of Vaccination in accordance with the Privacy Policy. Evidence of vaccination will be treated as a confidential personal health record and will be stored as an

Electronic Medical Record.

### Watercare Site Definition

A Watercare Site is defined as a place of work for which Watercare has responsibility as a PCBU.

This includes but is not limited to;

- Plants
- Depots
- Watercare Offices
- Construction sites
- Temporary sites established by our teams working in the field e.g., maintenance, sampling
- Watercare Vehicles

This policy does not apply to work on customer premises.

### Consequences of a breach

#### Employees

Employees must comply with the requirements under this policy. A breach of this Policy will be treated seriously, and may result in disciplinary action, an outcome of which could result in termination of employment.

Employees may be in breach of this policy if they do not provide Evidence of Vaccination as outlined in the 'Requirements' section.

#### Suppliers and Visitors

Suppliers and or visitors who do not comply with the requirements of this policy will be refused entry to a Watercare site

#### Questions or Concerns

If you have any questions or concerns regarding this Policy or Watercare's expectations, please contact your people leader, or a member of the People & Capability team, in the first instance.

#### General Matters

The following policies and legislation are related to this approach and include, but are not limited to:

- The Watercare Way
- Health, Safety and Wellbeing Policy
- Employment Relations Act 2000
- Human Rights Act 1993
- Privacy Act 1993
- Health and Safety at Work Act 2015

Watercare reserves the right to review, amend or add to this Policy at any time upon reasonable notice to its employees.