

POLICY — COVID VACCINATION POLICY

PURPOSE

The purpose of this Policy is to ensure Wiley and its Officers meet their work health and safety obligations and duty of care to provide a safe and healthy work environment by minimising, so far as is reasonably practicable:

- a) the likelihood of a person contracting COVID-19 at our Workplaces; and
- b) the health consequences of COVID-19 for a person if they contract the virus.

SCOPE

The provisions of this policy apply from 1 March 2022.

This policy applies to all Workers and any person attending a Wiley Workplace.

This policy is in conjunction with other COVID-19 risk management measures adopted by Wiley from time to time.

RESPONSIBILITY

Officers, Workers and all other persons entering or working at a Workplace must comply with this policy, as amended from time to time.

Officers, Workers and all other persons must also comply with their general work health and safety obligations under legislation, contract and Wiley's policies, procedures and standards.

A person who is not confident in understanding their obligations may address the matter through their line manager or project manager. Failure to comply with this policy may result in disciplinary action, including termination of employment or engagement.

METHODOLOGY AND CONSIDERATIONS

Based on advice from the Australian Technical Advisory Group on Immunisation (ATAGI), COVID-19 vaccination is the most effective and reasonably practicable control to manage the risks associated with COVID-19.

Wiley encourages Workers to speak with their own medical practitioners about receiving a vaccination.

This Policy is underpinned by workforce consultation and safety risk assessments.

DEFINITIONS

- **Fully Vaccinated** means a person who has received the prescribed number of doses of a COVID-19 vaccine approved for use in Australia or recognised by the Therapeutic Goods Administration;
- **Medical Contraindication** means a temporary or permanent contraindication that is notified to the Australian Immunisation Register by a medical practitioner;
- **Public Health Restrictions** means applicable Federal, State and Territory Government public health directions or orders in force from time to time regarding the control of risks arising from COVID-19;
- **Worker** is a employee, contractor or other person as defined in WHS legislation;
- **Workplace** means any place under the management or control of Wiley inclusive of its offices and construction projects sites for which it has been appointed as a principal contractor, and any place at which an employee is otherwise undertaking work in connection with their employment.

POLICY

To enter and remain at a Workplace on and from 1 March 2022, a person must:

- comply with any relevant Public Health Restrictions for that Workplace; and
- provide evidence to Wiley that the person is Fully Vaccinated or has a Medical Contraindication.

Proof of vaccination includes but is not limited to the person's record of vaccine card, vaccination information displayed on a government check in app, a COVID-19 vaccination certificate.

If a person has a Medical Contraindication, the person must comply with any additional safety measures adopted by Wiley for the person in relation to their attendance at a Workplace, or their ongoing employment/engagement, having regard to:

- the Medical Contraindication;
- the person's working arrangements (if applicable);
- the nature and requirements of the person's current role (if applicable);
- the risk to others in the Workplace;
- the availability of alternative work (if applicable); and
- any other relevant consideration.

The requirement to provide evidence of COVID-19 Vaccination is ongoing and all persons, unless exempt, must maintain the prescribed number of doses of a COVID-19 Vaccination (including boosters).

A person is to provide proof of vaccination either before or at the time of entry to the Workplace to the PMO or Wiley's designated site representative, who will sight and keep a record of the person's vaccination details.

For an employee or a contractor, failure to comply with the requirement to be Fully Vaccinated (for any reason) may result in the termination of the person's employment/engagement.

Signed



Robert Barron | Wiley - The project delivery company
Chief Executive Officer