

08 December 2021

To All,

COVID-19 VACCINATION POLICY AND PROCEDURE:

After our recent Risk Assessment with all staff at Erosion Control Co Ltd the following requirements will be put in place going forward.

We have considered all of the internal feedback we received from our Risk Assessment Register and regarding views of the vaccination(s) and we have decided to implement this procedure in order to keep our team, our business, our customers and the community as safe as possible from the risks of Covid-19. We believe this is necessary so that we follow our obligation of taking all reasonable steps to protect health and safety within our business.

As such, it has been decided that, for all staff or who work within a customers' site will be required to be fully vaccinated and to follow the government guidelines regarding Covid-19 vaccinations moving forwards.

Anybody entering an Erosion Control Co Ltd site must be fully vaccinated against COVID-19. Fully vaccinated against COVID-19 is defined as per government recommendation <https://www.health.govt.nz/our-work/diseases-and-conditions/covid-19-novel-coronavirus/covid-19-vaccines>

(Currently in New Zealand this is the Pfizer/BioNTech COVID-19 vaccine). This includes all vaccines approved by the World Health Organisation (to cover those vaccinated overseas). The policy also covers vaccine boosters approved by Ministry of Health as part of the requirement to be fully vaccinated.

When will these changes come into effect?

Going forward December to receive 1st dose and 14 January 2022 to be fully vaccinated

If you have any questions or concerns going forward please contact us directly.

Troy de Jonge

A handwritten signature in black ink, appearing to be "Troy de Jonge". The signature is fluid and cursive, with a long horizontal stroke at the end.

Operations Manager

troy@erosioncontrol.co.nz