

Vaccination Policy

1. Purpose

- 1.1 This policy has been developed to support the obligations of ServiceFM to manage the risks associated with exposure to disease(s) which may be preventable by vaccination, such as COVID-19 or influenza.

2. Scope

- 2.1 This policy applies to all ServiceFM employees, workplaces, and work activities.
- 2.2 Prior to undertaking any vaccination, employees should consult and/or seek professional medical advice.

3. Policy Statement

- 3.1 ServiceFM is committed to providing a safe and healthy workplace, including taking all reasonably practicable actions to protect employees and others from the risk of disease(s). This Vaccination Policy will continue to be informed by any applicable laws, enforceable government directions and advice issued by Commonwealth, state, and territory governments.
- 3.2 ServiceFM strongly encourages to all employees to receive vaccination where it will minimise the risks associated with disease(s).
- 3.3 In certain circumstances, ServiceFM may implement a mandatory vaccination requirement. This includes, but not limited to, circumstances where a client has a lawful and/or reasonable requirement for mandatory vaccination as a condition of entry to their facility (such as Aged Care, Health Care etc.).
- 3.4 Failure to comply with a lawful and/or reasonable request to be vaccinated may lead to an inability to perform required tasks for ServiceFM at specific workplaces.

4. Principles

- 4.1 Employees who may be at risk of exposure to disease(s) which are preventable by vaccination will be identified, notified (where appropriate), and managed.
- 4.2 When assessing the direction for implementing a mandatory vaccination requirement, the following factors must be considered to determine if reasonable:
 - The nature of each workplace (for example, the extent to which our employees need to work in public facing roles, whether social distancing is possible and whether the business is providing an essential service)
 - The requirement of a client (ensuring their assessment of a mandatory vaccination is lawful and reasonable)
 - The extent of community transmission of a disease(s) in the location where the direction is to be given, including the risk of transmission of among employees, clients, or other members of the community
 - The effectiveness of vaccines in reducing the risk of transmission or serious illness

- Work health and safety obligations
- Each employee's circumstances, including their duties and the risks associated with their work
- Whether employees have a legitimate reason for not being vaccinated (for example, a medical reason)
- Vaccine availability
- Whether employees can work remotely
- Any other related circumstances

Exemptions

- 4.3 Exemptions from the above policy requirements will be considered on a case-by-case basis, for example exemptions on medical grounds for employees who cannot receive the vaccination for health reasons, or for others who are not likely to be in contact with higher risk or more vulnerable members of the population.
- 4.4 Employees who have concerns about being vaccinated should immediately speak to their direct Manager to raise their concerns, or in writing to the Manager - Safety, People and Culture should you not be satisfied with the initial response to your concerns.
- 4.5 Please do not ignore the need to immediately raise your concerns if you feel you will be unable to comply with the requirements of our policy, so we may consider what alternatives may be open to us.

Proof of vaccination

- 4.6 If ServiceFM has provided a direction for employees to be vaccinated, ServiceFM can also ask employees to provide evidence of their vaccination.
- 4.7 If an employee, who is requested to provide evidence of a vaccination has any concerns, they should initially speak to their Direct Manager or the Manager - Safety, People and Culture
- 4.8 In most cases, ServiceFM will not collect vaccination status information from an employee unless the employee consents and is reasonably required for our operations and activities. Consent for collection is not required if the request required or authorised by law (for example, a public health order applies or where it is necessary for the employer to meet their obligations under relevant laws).

5. Feedback

Feedback about this document can be emailed to compliance@servicefm.com.au

6. Endorsement

- 6.1 This policy is authorised, supported, and approved by:



James Pollock – Chief Executive Officer

Date: 01/11/2021