



COVID-19 Vaccination Policy

nbn-Confidential: Commercial

S0353-262287734-2568 | Rev 1.0 | 09/12/2021

Background

At **nbn**, health, safety and wellbeing will always be our highest priority and we are committed to protecting our employees, families, partner workforces, and the customers and communities we serve. **nbn** recognises that vaccinations against COVID-19 are critical and necessary for our future.

nbn is committed to take all reasonable steps to ensure:

- a) a safe and healthy workplace that protects the physical and psychological health of our people; and
- b) that other persons are not put at risk from work carried out by **nbn**.

The objectives of the vaccination requirements **nbn** has set out in this Policy are to comply with this commitment and **nbn's** work, health and safety obligations.

nbn will support **nbn** employees to get vaccinated against COVID-19 during work time. **nbn** employees, in consultation with their People Leader, can get COVID-19 vaccinations during work time without using personal leave.

This Policy provides certainty today and in the future. It ensures **nbn** meets the expectations of our people, external partners representing **nbn** and the public as we:

- engage with customers and the community.
- operate in a hybrid work environment and require **nbn** office-based employees to enter **nbn** controlled workplaces.

Above all, this Policy reinforces **nbn's** commitment to prioritising the physical and mental wellbeing of our workforces into the future.

Purpose

To communicate **nbn's** position and requirements in relation to COVID-19 vaccinations and ensure these requirements are applied and managed consistently across **nbn**.

Scope

This Policy applies to the **nbn** business and work conducted on its behalf as set out further below. This policy will be reviewed on an annual basis or as required.



Vaccination requirements

Commencing 15 February 2022, certain workers are required to be fully vaccinated against COVID-19 by SARS-COV-2 / COVID19 vaccines recognised for use in Australia by the Therapeutic Goods Administration (TGA).

This requirement is a lawful and reasonable direction. Those who need to be fully vaccinated are as follows:

- Anyone attending or entering an **nbn** controlled workplace. This includes, however is not limited to, **nbn** employees, external workers and visitors;
- All **nbn** employees or external workers attending an external venue for an **nbn** sponsored event;
- All **nbn** employees or external workers engaged by **nbn** to either undertake customer or community facing work;
- All **nbn** employees who undertake **nbn** sponsored air travel; and
- All **nbn** employees who visit the premises of **nbn**'s partner organisations.

Fully vaccinated/full vaccination means you must have completed the required course of a vaccine that has been provisionally registered for use in Australia by the TGA. **nbn** will follow the guidance of the TGA and should the definition of fully vaccinated/full vaccination be amended, to include such things as boosters, that would fall within the scope of this policy.

nbn employee means full time and part time, permanent and max term workers employed by **nbn**.

External worker means the following:

- **nbn** delivery partner employees;
- Subcontractors engaged by delivery partners of **nbn**;
- **nbn** temporary staff augmentation (TSA);
- Extended workers of **nbn** (EWs);
- Contractors engaged directly by **nbn** to conduct work;
- Suppliers and vendors engaged by **nbn**, and their subcontractors, agents and/or representatives; and
- Retail service providers (RSP) or their representatives.

Customer facing means any work undertaken at residential, business and new development customer premises.

Community facing means attendance or participation in face to face community events such as stakeholder engagements, expos, community hubs, conferences, shopping centres, trade fairs, developer engagements etc.

Partner organisation means **nbn**'s delivery partners, RSPs, suppliers and vendors

nbn controlled workplace means any site or location where **nbn** conducts business and is responsible for the day-to-day management. This includes offices, TANDS, national test facility and depots. This excludes where other parties are maintaining or managing their own assets at unoccupied **nbn** premises e.g. wireless towers, pit and pipe network.

nbn construction, network assurance and network maintenance work undertaken by our delivery partners in public areas is not included within the requirements of this Policy.



There may be circumstances whereby legislation requires certain workers or worker types to be vaccinated that are not within the scope and requirements of this Policy. If this is the case, **nbn** will work with the impacted **nbn** employees or partner organisations to ensure compliance with the requirements.

Exemptions

nbn employees with certain medical conditions are eligible to apply for a medical exemption. Requests for medical exemptions will be considered on a case by case basis.

Guidance on valid medical conditions can be found on the Australian Government Department of Health and the Australian Technical Advisory Group on Immunisation (ATAGI) websites.

nbn employees will be required to record their vaccination status as 'unable to be vaccinated' in Workday, **nbn's** employment records system.

nbn employees requesting consideration of a medical exemption will be managed by the **nbn** Health, Safety and Environment team and asked to provide medical evidence acceptable to **nbn**. **nbn** has partnered with an external health service provider to provide support and management of the medical exemption process for **nbn** employees.

The health service provider will review and verify the medical exemption evidence and provide **nbn** with written confirmation as to whether a medical exemption has been granted and for the duration it applies.

For **nbn** employees wishing to seek a medical exemption, and who do not have access to a medical practitioner, **nbn** can arrange a medical assessment by an authorised medical practitioner.

Where **nbn** employees are unable to be vaccinated due to a valid medical exemption, **nbn** will assess what reasonable accommodations are able to be made on a case by case basis.

External workers with certain medical conditions are eligible to apply for a medical exemption. **nbn** requires all partner organisations to have in place a compliant process by which they manage medical exemption requests for any external worker who may be impacted by this Policy.



Evidence of vaccination

nbn employees will be required to record their vaccination status in Workday, **nbn**'s employment records system.

The People and Culture vaccination verification team will then contact **nbn** employees to sight evidence of full vaccination.

Acceptable evidence includes the Australian Government COVID-19 digital certificate, however, **nbn** may ask for additional evidence at its discretion as proof of full vaccination.

The verification of full vaccination will be recorded against the employee's file in Workday, **nbn**'s employment records system.

nbn will not store copies of any COVID-19 digital certificate of **nbn** employees (unless required to do so by applicable legislation or a public health order).

nbn requires all partner organisations to establish a compliant process by which they manage and sight the vaccination status for external workers to ensure the requirements of this Policy are met.

To support the implementation of this Policy **nbn** requires people covered by this Policy to disclose their vaccination status promptly, honestly and accurately.

Non-compliance

nbn employees who are unable to provide evidence of being fully vaccinated, or refuse to comply with this Policy, will be reviewed on a case-by-case basis.

Non-compliance may, in some circumstances, be dealt with under the **nbn** Code of Conduct and may lead to disciplinary action, including termination of employment.

Any visitor attending a **nbn** controlled workplace who is unable to provide evidence of vaccination may result in the person being unable to access the **nbn** premises.

Any instances where there is reasonable doubt an external worker has not complied with this Policy will be referred to their employer/principal for appropriate management on a case by case basis and will not participate in **nbn** work activities until the matter is resolved.

Other

This Policy does not form part of any employee's contract of employment. However, non-compliance with this Policy may, in some circumstances, be dealt with under the **nbn** Code of Conduct and may lead to disciplinary action, including termination of employment.

This Policy may be varied from time to time at **nbn**'s absolute discretion, including in circumstances where it is necessary due to changes to applicable legislation.



Related policies

- Code of Conduct
- Supplier Code of Conduct
- COVID-19 Policy (internal only)
- Health, Safety and Environment Policy

Sally Kincaid
Chief People and Culture Officer
Effective as of 09 December 2021



Document control

Policy owner	Sally Kincaid
Revision	1.0
Issue date	9 DECEMBER 2021
Review date	9 DECEMBER 2022
Classification	nbn-Confidential: Commercial
Status	Approved
Policy approver	Sally Kincaid
Department or business unit	People and Culture

Revision history

Revision	Description	Date
1.0	Initial document.	09/12/2021