

COVID-19 Response Policy (RMF Employees)

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Overview

In line with our commitment to keep employees healthy and safe at work and to minimise COVID-19 transmission risks so far as is reasonably practicable, this policy sets out the measures Rayonier Matariki Forests (RMF) will take to ensure our office workplaces are as safe as possible for those who work at or visit them.

It is intended that the policy remains flexible so that it can respond to changing circumstances including Government mandates, legislation changes, the extent of the transmission of COVID-19 in the community, virus response developments, whether booster vaccines may be needed to retain 'fully vaccinated' status, and business and employee needs. If future proposals for change are more than minor, employees will be consulted.

Purpose

This policy sets out RMF's approach to the COVID-19 pandemic and responsibilities to protect our people from the impacts of COVID-19. It confirms our **current** position on vaccination, office and forest visit protocols, inter-regional work-related travel and working from home.

Our position has been arrived at after consideration of risks, suitable controls and information previously gathered from a survey on the vaccination status of our employees, and current government guidelines

Scope

This policy applies to all RMF employees, their work environment and interactions with contractors, customers and visitors. There is a separate COVID-19 Policy for contracted forestry operations.

Policy Statement

1. Supporting Vaccination

RMF fully supports the New Zealand Government's advice in respect of vaccination and **strongly** encourages all RMF employees to be fully vaccinated. If an employee requires time off to get vaccinated or to have booster vaccinations, this will be supported through our usual flexible working and leave practices. The same applies, in the unlikely event that, an employee requires medical assistance or support due to side-effects associated with the COVID-19 vaccination.

2. Vaccination Requirement

Virus transmission into and within the office poses a risk to personal health and potentially significant business disruption.

Employees

RMF acknowledges and respects that being vaccinated is a personal decision that each employee needs to make; and in very limited circumstances, vaccination may not be recommended by a medical practitioner. However, research suggests that fewer than 100 people in New Zealand cannot have the Pfizer vaccine for medical reasons. We believe that vaccination is the strongest protection against Covid-19. This is an important tool in managing the health and safety of our people, workplaces and customers. To this end, to preserve the health of all people working in an

office, RMF strongly encourages all staff to be fully vaccinated and to keep on top of any booster vaccinations recommended under government and health official guidelines.

While we are committed to keeping all personal information confidential, in the event of a positive test result, to reduce the risk of transmission, we may need to inform other team members, workers and customers of the potential exposure to Covid-19 to ensure they can take appropriate steps, including watching for symptoms, testing and self-isolation (as directed by public health officials).

Whilst we have not mandated that employees must be vaccinated, our position on this may change under certain circumstances, for example, to meet statutory requirements or where we determine the Covid-19 risk profile has changed sufficiently to require a different approach. As such RMF may require certain roles to be performed by vaccinated individuals if we determine, after undertaking a health and safety risk assessment and consulting with employees/health and safety representatives, that vaccination is a reasonably practicable control measure to keep our workplaces safe.

Circumstances where vaccine may also be mandated include (but are not limited to) situations where;

- It is a requirement of a Customer or Contractor that only vaccinated employees can visit their operations;
- The NZ Government mandates that certain work may only be performed by vaccinated people (eg: work that requires entry a particular place of work (ie: Port) or who cross a COVID-19 protection framework boundary;
- An airline carrier mandates full vaccination (and no other options) as a condition of travel.

Should this occur, we will work with affected employees prior to confirming that certain roles need to be performed by vaccinated people. If you are in a role that needs to be performed by a fully vaccinated person and you choose not to be vaccinated or are unwilling to confirm your vaccination status, we will work through what this means for you on an individual basis. In these circumstances, there may be a range of options available which might include:

- Directing you to work from home, if the role permits;
- Redeploying you to another role or other duties that do not need to be performed by a vaccinated person, if this is practicable; or
- As a last resort, terminating your employment.

Other requirements for all employees

RMF expects employees to adhere to any prescribed COVID-19 practices (eg: social distancing, hand sanitising and wearing face coverings) This may vary from region to region depending on office layout, numbers of employees in the office and government Covid-19 protection framework requirements.

If you are a close contact to a person testing positive for the virus, RMF expects you to self-isolate for 7 days and have a clear (RAT) test before returning to the office or visiting contracted operations.

If you are unwell and/or displaying any cold or flu like symptoms

RMF expects employees to be considerate of others and not come into work if they are feeling unwell in any capacity, or are showing any cold or flu like symptoms. If you are unwell but feel well enough to continue working, then please WFH to ensure that you are not passing any spreadable illnesses on to anyone else. However if you are not well enough to work, then please make use of your Wellbeing (sick) leave to take adequate time to recover.

NB: If you have cold and flu like symptoms and have tested negative for Covid-19, then we ask that you still stay home regardless in line with the above.

Visitors to RMF Offices

From time to time third parties, such as customers, contractors, auditors and the general public may need to visit our offices.

If you are inviting a **visitor** to come to RMF, you will need to:

- (a) ensure they have an appointment
- (b) make them aware of our Covid-19 vaccination policy,

Existing sign-in processes are to be followed. Visitors are to wait in reception. Government mandated protection framework setting protocols are to be followed.

Wherever possible virtual meetings should be considered with external parties. If this is not possible, then staff members is hosting a short duration (less than 1 hour) on-site meeting involving visitors, the meeting should be held in a room as close to reception as possible. This is to minimise transmission risks associated with moving through the office. The office should be wiped down after the meeting.

Visits spanning multiple days (ie: auditors) are to be planned in advance, in conjunction with the local manager (or their representative). This is to ensure visitors are familiar with and adhere to local requirements.

Forestry Worksite visits

RMF employees are to follow established Industry (Safetree) COVID-19 protocols and applicable NZ Alert setting requirements. Also be mindful and respectful of any site-specific requirements that a Contractor may have put in place.

Working from home (WFH)

RMF will continue to support NZ's government guidelines with regards to employee's working from home, where practicable, whilst Covid-19 is in the community. Where a Covid-19 protection framework requires "everyone to work from home" then RMF offices will be closed. If guidelines state that everyone is "encouraged to work from home wherever possible", then pre-approval will need to be given for anyone to work in the office, numbers will be kept to a minimum, and Covid-19 health & safety procedures will need to be adhered to. Longer term WFH arrangements are at the discretion of RMF and must be agreed between the employee and their manager, as per the WFH Policy.

Where government guidelines suggest the individuals are safe to return to work, then RMF's usual WFH Policy/Guidelines will apply once offices have been reopened.

3. Proof of Vaccination

Current Situation

RMF will no longer require employees to confirm their vaccination status or to provide current proof of vaccination to HR. If government guidelines regarding proof of vaccination change again in the future, then RMF will review and updated its policy accordingly.

4. Privacy

If we are required to collect vaccination information again in the future, then RMF recognises that an individual's vaccination status is personal information. All personal information that is collected as a requirement under government guidelines, will be stored, used and disposed of in compliance with our obligations under the Privacy Act 2020.

All vaccination related information provided by individuals will be stored in a Vaccination Disclosure Register. The register will be maintained and managed by Human Resources.

The decision of whether wider disclosure of a person's vaccination status is considered necessary (for example to an individual's manager) will sit with the GM, People & Culture and the Managing Director and the individual will be notified before any disclosure is made and the reasons for it.

Any third party requesting information about the vaccination status of our personnel will simply be provided with a copy of this policy. If a third party (eg a client) insists on additional proof of vaccination in line with their own policy, we will consult with you first.

Support

If you have any questions or concerns, contact your manager or any member of the Leadership Team.

For the most up to date information on COVID-19 including vaccinations, isolation requirements etc, please go to the COVID-19 Government website <https://covid19.govt.nz/>.

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Managing Director – Rayonier Matariki Forests