



Staff Bulletin - Branches

Attention: All VINZ Staff

No./ date: 211101 / November 5th, 2021

From: Sean Stevens – CEO

Subject: COVID 19 Vaccination Policy

As you are all aware the Government has provided advice via the Public Health Order mandating certain Jobs and Businesses are to be fully vaccinated. This is in conjunction with a vaccine passport being created by the Government. We understand that the list of industries and businesses will likely be increased over the coming weeks and this could affect VINZ in its capacity of regulatory inspections.

VINZ has already notified our staff that we are working on documents and process to help inform our decision on this, however, we wanted to provide everyone with the latest update. I am very aware that this is a divisive subject with strong views on both sides. Whatever the outcome we will have staff who do not agree so please make sure that when the consultation starts, you have your say.

We have consulted with a large number of businesses and business body organisations to assist with this process, and have determined that there is not yet enough information available to allow a clear policy to be constructed. As such we have chosen to take the below steps and will continue to take advice and work towards forming the policy.

To be clear, VINZ highly recommends that ALL staff be fully vaccinated.

Work in progress at present:

- Review of all Job Descriptions to ascertain risk levels, these will be used as the risk assessment documents that will be provided for consultation, and when finalised will help form the basis of the policy.
- VINZ Employment application now includes a requirement to disclose vaccination status. It is likely that regardless of the policy outcome, VINZ will be required to hold the vaccination status of all staff. These will of course be held securely in line with privacy rules.
- Discussion with the Industry including NZTA, VTNZ, AA and MTA for alignment of risk assessments and outcomes.
- Discussion with 3rd party sites and contractors to assess risk and ensure alignment of assessments.

Once the risk assessments are completed, they will be provided to all staff for consultation, and these will form the basis of the policy. The policy itself is also subject to consultation and may be provided at the same time as the assessments or at a later stage depending on the information provided over the next couple of weeks.

We hope to have these out for consultation within the next 2 weeks.



What we have already considered

- VINZ has already been advised of four larger customers who will likely mandate vaccinations for all staff and contractors on their site. This will mean that only VINZ staff fully vaccinated will be able to operate on these sites. Once we have received the individual parties' policies, we will notify staff working within these sites and work through this with them.
- VINZ has modified our employment application to include a request to disclose vaccination status.
- Our most recent survey puts VINZ current status in line with the National population. This is **93%** single vaccinated and **78%** double vaccinated. Approx. **5%** of responders have advised they do not intend to be vaccinated. This gives us a high degree of confidence that we can use the status % to help form the policy.
- We will be putting out further surveys to assess the level of staff confidence across the business, some of these surveys will be anonymous and others may require us to know who is making the comments. If this is the case, we will be very clear if it is anonymous or not. All data that is not anonymous will be held by the Privacy Officer (CEO) and we will only utilise individual names on written approval by yourself. The questions that will be asked, some of which are set out below, and the answers you provide will help give guidance to develop the policy.
 - Your level of comfort working in an environment where not everyone is vaccinated.
 - If this level of comfort is different between customers (occasional contact) and staff (close contact).
 - Where you see the risk when working with unvaccinated staff, customers or contractors and if these provide different levels of comfort.
 - Whether you support certain steps that provide a benefit to those fully vaccinated over those not vaccinated.

These are just a few of the questions and we will look to provide FAQ docs as we proceed. However, for anyone looking for assistance on this subject please contact Dave Law or we have listed below a few of the website links with information.

- WorkSafe:
<https://www.worksafe.govt.nz/managing-health-and-safety/novel-coronavirus-covid/>
- Ministry Business, Innovation and Employment – Research behind NZ's response:
<https://www.mbie.govt.nz/science-and-technology/science-and-innovation/research-and-data/nzris/covid-19-research-database/>
- Ministry Business, Innovation and Employment - information for employers and employees
<https://www.employment.govt.nz/leave-and-holidays/other-types-of-leave/coronavirus-workplace/>
- Ministry Of Health – COVID-19:
<https://www.employment.govt.nz/leave-and-holidays/other-types-of-leave/coronavirus-workplace/>

This will be a challenging subject to get through, but with your help we will be able to form a policy that keeps staff and customers safe and ensures the business can meet its requirements under the Health and Safety at Work Act 2015.

Please make sure you have your say in the survey and thanks for your continued co-operation during these challenging times.

Sean Stevens