

COVID-19 Vaccination Policy

1 Purpose

The purpose of this policy is to protect the health and safety of all people who attend the workplaces of Iluka Resources Limited (**Iluka**), by ensuring all such persons are fully vaccinated against COVID-19.

This policy applies to all employees (permanent or casual), contractors, labour hire personnel and any other person who may be performing work at, or otherwise requiring entry to, Iluka's workplaces in Australia. Each of these individuals is a **person** to whom this policy applies.

In addition to this policy, Government mandated vaccination requirements, including public health orders, may apply to persons attending Iluka's workplaces (**Government Directions**).

This policy takes effect from 11 November 2021 and will be in effect until advised otherwise by Iluka.

2 Definitions

- **Approved Vaccine** means any COVID-19 vaccination that has been provisionally registered for use in Australia by the Therapeutic Goods Administration.
- **Fully Vaccinated** means having obtained the manufacturer's recommended dosage of any Approved Vaccine. For example, where a two-dose schedule is recommended by the manufacturer, a person will be considered fully vaccinated when they have received both doses of the vaccine. Being Fully Vaccinated also includes any boosters (see section 7).
- **Iluka workplace** means, without limitation;
 - any place where Iluka carries out mining, processing or project operations, and ancillary operations (including accommodation or villages and associated facilities); and
 - any workplace of which Iluka is the operator or principal, or is otherwise under Iluka's effective control (including head offices).

3 Requirement to be vaccinated

From **12.01am on 1 December 2021**, a person must have received at least one dose of an Approved Vaccine in order to enter an Iluka workplace in Australia.

From **12.01am on 1 January 2022**, a person must be Fully Vaccinated in order to enter an Iluka workplace in Australia.

In addition to the above, a person must comply with any Government Directions as applicable to workplaces in their State.¹

If a person seeks an Exemption from these requirements, they must lodge an Exemption Application Form on or before **17 November 2021**, or two weeks before the planned

¹ In the State of Victoria, Government Directions require that, from **12.01am on 26 November 2021**, a person must be Fully Vaccinated in order to enter any Iluka workplace.

entry to an Iluka workplace. They must also, as soon as possible, inform their Iluka supervisor or manager of their intention to seek an Exemption.

4 Evidence of vaccination

All persons must provide evidence, acceptable to Iluka, of their required vaccination status under this Policy.

In relation to employees, Iluka will only accept the following evidence:

- [COVID-19 digital certificate](#) which shows proof of being Fully Vaccinated for COVID-19 only. It does not show a first dose for COVID-19, and does not show vaccinations for other diseases.
- [Immunisation history statement](#) which shows proof of vaccination for COVID-19 *including* a first dose. This statement also lists vaccinations for other diseases. If a person chooses this option, the person may redact the vaccinations for other diseases from the statement.

Any new person who is starting in their role after this Policy has commenced will be asked to provide evidence of their required vaccination status under this Policy prior to starting in their new role, unless an alternative timeframe is agreed in advance.

Iluka may require evidence of vaccination status before the relevant dates set out in 3 above.

In relation to persons other than employees, confirmation of vaccination status will be in accordance with site entry requirements.

If a person does not provide evidence of vaccination status they will be considered to be unvaccinated, and therefore not compliant with the vaccination requirements.

A person must also be in a position, at all times, to provide evidence of their vaccination status (a COVID-19 digital certificate or immunisation history statement) as requested by Iluka.

5 Exemptions

Employees

An Iluka employee may apply to Iluka for an Exemption from the requirements of this policy. Exemption applications will be considered by Iluka on a case-by-case basis, and there will be limited basis for an exemption to be granted.

How to seek an exemption

- (a) You will need to complete an Exemption Application Form (see **Schedule 1**) and submit it to the Occupational Health & Hygiene Coordinator at covid19@iluka.com on or before the deadlines specified in this Policy.
- (b) If indicated on the form, you must provide documentary evidence to Iluka's satisfaction to support the basis for the exemption.
- (c) Iluka will consider your application, and you may be required to supply additional information and documentation.
- (d) You will be notified of the outcome of your application in writing, and a record of that will be kept on your personnel file (or equivalent).

Other persons

If a person (other than an Iluka employee) wishes to seek an exemption from the requirements of this Policy, they should direct their request to their own employer/company who will liaise with

Iluka through their Iluka contracts manager. Visitors should discuss the matter with their Iluka host.

Exempted persons

Exemptions may be granted subject to conditions (either temporary or permanent) which are put in place in order to protect other persons and the communities we work in. This will be determined on a case-by-case basis.

6 Failure to comply with the vaccination requirement

If an employee fails to comply with the requirements in this Policy this may constitute:

- A refusal to follow a lawful and reasonable direction by Iluka; or
- Inability to perform the inherent requirements of their role.

This may also make it unlawful for a person to perform their role. Each case will be managed on a case-by-case basis according to legal requirements and relevant Iluka procedures. Refusals to follow a lawful and reasonable direction will be dealt with under the Disciplinary Procedure.

If a person who is not an Iluka employee fails to comply with the vaccination requirement, this may have contractual consequences, or may result in the person being temporarily or permanently excluded from an Iluka workplace.

7 Boosters

It is anticipated that to maintain immunity to COVID-19, booster vaccinations will be required from time to time. If this is the case, the requirement to be Fully Vaccinated will include the requirement to obtain any booster vaccination.

The same arrangements that apply to initial vaccinations as set out in this policy will apply in respect of boosters, including in respect of failure to comply with the requirement to obtain the booster vaccination.

8 Confidentiality and privacy

Iluka is committed to protecting and respecting the privacy of your personal information. To read how Iluka will be managing your vaccination status information please go to [Privacy Notice](#) for employees, or [Privacy Notice](#) for other persons.

9 Changes to this policy

Iluka will continue to monitor the latest developments in respect of COVID-19 and the vaccination efforts. We will continue to follow guidance from the Commonwealth and State/Territory Governments. This policy may be amended or updated to reflect any changes in that guidance.

10 Points of contact

Employees should direct any questions regarding this policy to the Occupational Health & Hygiene Coordinator (covid19@iluka.com) or your HR Representative.

Schedule 1

Exemption Application Form

Persons must complete this form to seek an exemption from the requirements of Iluka's *COVID-19 Vaccination Policy*.

Name:	
Role:	
Work location:	

DECLARATION

1. I have read and understood the *COVID-19 Vaccination Policy*.
2. I understand that I am required by Iluka to have a COVID-19 Vaccination so as to be able to enter Iluka workplaces. I understand that I need to consent to give information of my vaccination status in order to show that I am vaccinated.
3. I seek an exemption from those requirements for the following reason or reasons (you may choose more than one category):

Category	Details
Exemption from vaccination - Medical	<input type="checkbox"/> I have a medical exemption from COVID-19 vaccination recorded on the Australian Immunisation Register and displayed on my immunisation history statement. Documentary evidence required: Immunisation history statement. <input type="checkbox"/> I have a medical condition that prevents me from having a COVID-19 vaccination. I am seeking to have this recorded on the Australian Immunisation Register and displayed on my immunisation history statement. Documentary evidence required: Written confirmation from a medical practitioner confirming that an Australian Immunisation Register (AIR) - immunisation medical exemption form (IM011), has been lodged with Services Australia registering an exemption for you on the Australian Immunisation Register; or that the medical practitioner will be lodging that form for you.
Exemption from vaccination - Other	<input type="checkbox"/> I seek not to have a COVID-19 vaccination for other reasons. Please set out reasons:
Exemption from providing vaccination status	<input type="checkbox"/> I seek not to provide Iluka with my vaccination status information. Please set out reasons:

SIGNATURE: _____

DATE: _____

Submit this form to the Occupational Health & Hygiene Coordinator at covid19@iluka.com. Alternatively you can e-mail covid19@iluka.com and advise that you have submitted it to your HR Representative.