



COVID-19 GROUP POLICY

Version 1

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1 Introduction

EOS is committed to taking all reasonable actions and precautions to ensure the health and safety of all in the workplace. The purpose of the COVID-19 Group Policy is to allow all international entities to develop a COVID-19 Policy, based on the advice provided by their own local Governments in order to protect the safety of all employees and manage the impacts of COVID-19 on our EOS workforce.

2 Application of this Policy

This policy applies to all EOS Group employees, volunteers and contractors at all EOS worksites, globally. Managers, in particular, must adhere to the guidance and principles within this policy when considering important health and work place decisions. The principles applicable to this policy are:

- Decision making is correct in law and reasonable in all aspects;
- Decisions are underpinned by rigorous risk analysis;
- Directing mandatory COVID-19 vaccinations in the workplace and/or obtaining an employee's vaccination status require a compelling reason; and
- The work force is consulted as much as possible.

EOS understands that in applying this Policy, international entities will be subject to varying government laws and different health threats. Authority is vested in local senior managers within all international entities to have a COVID-19 Policy in place and provide a copy to the COVID-19 Group Ambassador. This Policy must follow, at minimum, the legislative requirements provided by local, state and Federal Governments as well as registered and credible public health bodies.

3 Content of COVID-19 Policy

Each EOS entity's COVID-19 Policy must include the following:

- Vaccination requirements;
- The mandatory vaccination requirement for all employees who undertake international business travel;
- Procedures to follow if an EOS staff member tests positive to COVID-19;
- Safety plans during and post pandemic;
- Adhere to the direction of health authorities;
- COVID-19 Leave entitlements (if any); and
- Refer to a Working from Home Policy/Procedure or Agreement.

4 Consultation

As with all Policies, engaging the workforce to develop a COVID-19 Policy is essential. Communication may be in the means of staff surveys, interviews, briefing sessions, workshops, newsletters, emails and posters. Employees must be able to readily, and freely, raise any COVID-19-related questions or concerns without fear of recrimination for raising such matters.

5 Work Health & Safety Requirements

EOS is committed to taking care of the health, safety and welfare of all employees. In compliance with Work Health & Safety policies and procedures, EOS will:

- Manage any risks to employee's health and safety at work;

- Provide adequate and accessible facilities for the welfare of employees to carry out duties; and
- Monitor the health of employees and the conditions of the workplace for the purpose of preventing illness or injury.

Employees must continue to maintain established COVID-19 Safe Protocols. These include physical-distancing at work, good personal hygiene, undertaking regular cleaning and maintenance of equipment and other resources, the use of personal protective equipment where required and to avoid coming to work if unwell or displaying COVID-19 or any other ill-health symptoms.

6 Vaccinations

6.1 Vaccination requirements

EOS strongly encourages employees to be vaccinated, however mandatory vaccination requirements must be authorised by the following Executive:

- Australia – Chief Operating Officer, CEO Defence Systems and CEO Space Systems;
- United States – President of EOSDS USA and CEO SpaceLink;
- United Arab Emirates - President EOSAT (UAE); and
- Singapore – President EOSDS Singapore.

6.2 Adherence to Government Regulations and Advice

The decision to mandate vaccinations must be made on a case-by-case basis and take into consideration workplace safety and health obligations and the workforce relevant to the specific work environment. EOS will only require employees to be fully vaccinated when:

- A specific law (such as a state or territory public health order) requires an employee to be vaccinated;
- The requirement is permitted by an enterprise agreement, other registered agreement or employment contract; or
- It would be lawful and reasonable for a manager to give employees a direction to be vaccinated, which is assessed on a case-by-case basis.

6.3 Freedom of Choice

EOS respects employees' choice on whether they wish to receive the COVID-19 vaccine or not. EOS also recognises employees may have underlying health issues that may preclude them from being vaccinated. Employees who are not vaccinated, or unable to be vaccinated due to underlying medical reasons, may be subject to changes in their work arrangements where a lawful and reasonable direction to be vaccinated exists. In these circumstances, employees will be engaged and alternate options will be discussed.

EOS remains committed to ensuring all workplaces are free of harassment, discrimination and inappropriate behaviour. Employees will not be treated differently, be disadvantaged or suffer any detrimental effects to their employment with EOS due to vaccination status.

If a lawful and reasonable direction to vaccinate has been authorised, unvaccinated employees will be offered an appropriate, alternate role. If no alternate employment option exists, managers are to seek advice from EOS Human Resources for further options.

6.4 International Travel Requirements

EOS requires all employees undertaking international business travel on EOS' behalf, to be fully vaccinated to minimise the risk of contracting COVID-19 whilst travelling for EOS work purposes. There are no exemptions to this requirement.

6.5 Vaccinations and Employment

Where a lawful and reasonable direction to vaccinate is approved, employment contracts must be amended and all EOS job advertising are to detail the applicable vaccination requirements.

6.6 Access and Management of Vaccination Status

Occasionally, when a compelling reason exists, EOS may require employees to provide information relating to vaccination status, including providing vaccination certificates and confirmation of completion of COVID-19 testing results to EOS. Where a lawful and reasonable direction to vaccinate exists, managers must provide lawful and reasonable justification to seek evidence of vaccination status. The collection and storing of vaccination status will be treated in accordance with the privacy legislative requirement (for each country) and EOS' sensitive data handling procedures.

Managers may seek the proof of vaccination status from visitors and contractors commensurate with the vaccination status and safe working protocols applicable to the area to be visited.

6.7 Vaccination Incentive Program

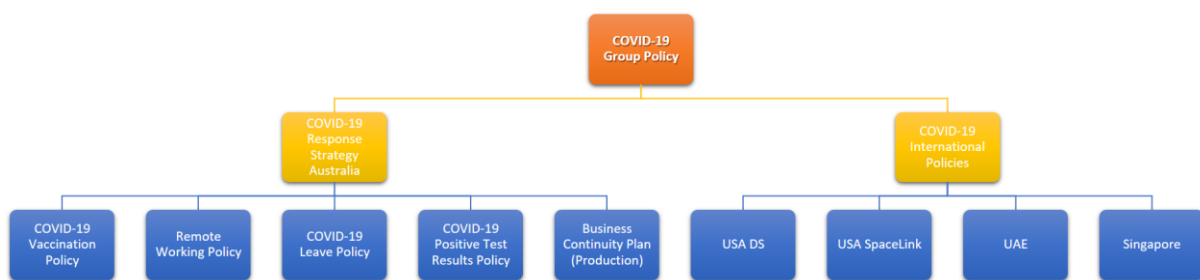
EOS strongly encourages all staff to be vaccinated. EOS employees may attend COVID-19 vaccination appointments (including boosters) during paid work hours. Occasionally, the Authorised Executives (referred to at 6.1) may offer additional incentives to encourage the increase of COVID-19 vaccination levels amongst the workforce.

7 Employee Support

Employees are encouraged to talk to their colleagues, managers or the Human Resources team to assist with any pandemic challenges. Employees should also seek medical advice from their doctor, pharmacist or other medical practitioners. Additionally, EOS' [EAP](#) are able to provide free, confidential and professional support.

8 Policy Updates

As the pandemic evolves, all COVID-19 policies will be regularly updated to maintain regulatory compliance. These policies are included within the diagram below.



9 Document Attributes

Document Owner	EOS Holdings Board		
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