

For the attention of suppliers and service providers to The Warehouse Group companies

18 November 2021

Dear Supplier or Service Provider,

COVID-19 vaccinations

We are contacting you to share the outcome of our recent consultation regarding the role vaccination will have in keeping people safe across The Warehouse Group (TWG).

After completing a risk assessment in conjunction with WorkSafe guidelines on how best to protect our team members, it became clear that every one of us is at risk of getting infected with the COVID-19 Delta variant. We have also formed the view, based on Government guidance and expert advice, that the vaccine is safe and the most effective protection against COVID-19.

TWG confirms that from 16 January 2022, any supplier or service provider working within, or visiting a TWG location, will be required to be fully vaccinated against COVID-19.

To be fully vaccinated against COVID-19 means having received two doses of the Pfizer COVID-19 vaccine or the full recommended dose of other vaccines approved by the World Health Organisation (which may apply if any of your workers have been vaccinated overseas). Our policy also covers vaccine boosters approved by the Ministry of Health (MOH) as part of the requirement to be fully vaccinated and we will contact you further about this as necessary.

Locations for which this applies

This policy applies to all TWG locations, including our store support offices, distribution centers and retail stores and will include any potential construction sites, or temporary sites established by TWG.

Effective date

All supplier and service providers workers must be fully vaccinated by 16 January 2022 to be able to attend a site.

Supporting Information

To support your understanding of this policy we have provided the following:

- **FAQs** – A set of FAQs are attached which will help answer any questions you may have.
- **Policy** – A copy of our policy relating to mandating vaccinations for suppliers and service providers attending a TWG site or location.
- **Risk assessment** – A copy of the risk assessment completed by TWG confirming this is the best approach to keeping our team and workplace safe from the risks of COVID-19.

Action required by suppliers and service providers

We need confirmation from you that you have understood this policy and that you will be able to comply. Accordingly, by **26 November 2021** please:

1. Read the accompanying FAQs, policy and risk assessment.

2. Acknowledge you have received this notification and complete the response form at the [following link](#).

Responsibility for compliance

From 16 January 2022, it is your sole responsibility as a supplier or service provider to TWG to ensure any person sent to a TWG site for the purposes of undertaking work holds and maintains the relevant vaccination status, including administering of vaccine boosters if required.

Failure to advise TWG of intentions

Suppliers or service providers who fail to advise TWG of their intention to meet the requirements of TWG's policy by the close of business Friday, 26 November 2022 will be presumed to have indicated an intention to **not** comply. This may put your ability to perform any work at our sites at risk and TWG may review whether further goods or services will be purchased from your organisation.

If you have any questions or concerns further to the FAQs, please contact your TWG contract manager or key contact.

Yours faithfully,

A handwritten signature in purple ink that reads 'Tania Benyon'.

Tania Benyon
Chief Product Officer
The Warehouse Group

Supplier and Service Provider – FAQs

These FAQs have been compiled to help clarify key points of the TWG mandatory vaccination policy and how it applies to suppliers and service providers.

Why are we proposing this change?

All our team members, suppliers and service providers (e.g., contractors, consultants, and suppliers of goods, services or works) are essential in enabling us to deliver to our customers. Equally as important is our obligation under the Health and Safety at Work act 2015 (HSWA) – we will do everything that is reasonably practicable to ensure the safety of our team, as well as to ensure the supply and sale of goods and services to the 2,000,000 customers we serve each week. The vaccines protect against infection and transmission of COVID-19, as well as limiting the effects of the illness. As outlined by our risk assessment, government guidance and advice from experts, we believe this is the best tool we have to protect our team and create a safe workplace. As with any policy, we will review and update our approach to mandatory vaccination as needed.

Is TWG making vaccination mandatory?

Yes, all team members as well as suppliers and service providers who visit our locations for the purposes of undertaking work will be required to be fully vaccinated by 16 January 2022 to access our sites.

When will the proposed changes take effect?

Anyone entering our sites will be required to fully vaccinated by 16 January 2022. This means you will need to have received your first dose by 25 December 2021 at the latest to meet this date. This is the same date we have announced to our team members for their vaccinations and we believe this provides suitable time for individuals to get vaccinated balanced with the need to move fast.

What evidence will be required for proof of vaccination?

Those required to enter a site or location will need to provide evidence of their vaccination such as those available via Government portals, or an official letter from your GP confirming your vaccinations are completed. The employing company is required to provide assurance to TWG that all its staff who will enter a TWG site are fully vaccinated.

TWG will require those entering sites to show your proof of vaccination. We will not hold copies of any supplier or service provider vaccination records.

If you choose not to disclose your vaccination status, we will assume you are not vaccinated, and you will not be able to attend our sites.

What if someone has had one dose of vaccination?

From 16 January 2022, they will not be allowed to enter the site unless they have received both vaccinations. To ensure you are fully vaccinated by this date, you must have had to the first dose of the vaccine by 25 December 2021.

What if our workers don't want to carry/show their vaccine passport or other vaccination evidence?

Those who are not able to demonstrate they are vaccinated will not be able to enter our sites. We will not take a copy of your record.

Would TWG consider weekly testing for those who do not wish to get vaccinated?

Testing is not being considered as an alternative to vaccination.

What is considered a TWG site or location?

All TWG locations. This includes our store support offices, distribution centres and retail stores and any potential construction sites or temporary sites established by TWG.

How do we store the medical records of people that are not TWG team members?

We will not retain copies of any document supplied for the purposes of providing proof of vaccination status.

When suppliers or service providers attend a TWG site or location, who is responsible for confirming vaccination status, and what form of evidence needs to be received?

Processes will be put in place to ensure that suppliers and service providers attending TWG sites are complying with the policy. This will be at point of entry. More information will be provided about this closer to the implementation date.

What is the status on introducing compulsory testing for staff and contractors?

TWG is part of the rapid antigen testing trial being undertaken in conjunction with MBIE. This trial is within a very limited number of sites, and suppliers and contractors participating in this trial will be communicated with directly on that process. Our position is that testing, including PCR testing, is not an alternative to vaccination.

Are other COVID-19 related safety requirements mandated at TWG sites?

Across our sites, face coverings and safe distancing are general requirements required to be followed by suppliers and service providers.

Will vaccinations types other than Pfizer be allowed?

Yes. TWG will continue to monitor Ministry of Health guidance on approved NZ-based vaccinations and will accept any vaccination approved by the World Health Organisation (WHO) for those vaccinated outside of New Zealand. However, it's important to note that TWG's policy will take effect from 16 January 2022 so exemptions will not be offered to individuals waiting for another vaccine to become available in New Zealand.

Will a booster become mandatory in the future?

TWG will be guided by the Ministry of Health advice on the use of boosters. If they are recommended, it is likely we will require them.