

3/02/2022

CONFIDENTIAL

Dear Theresa,

I'm writing to you about your ongoing non-compliance with the Coles COVID-19 Vaccination Policy (the **Policy**).

We discussed the Policy requirements with you. During those discussions we confirmed that if you are not fully vaccinated by the dates set out in the Policy, you will not be permitted to attend any of Coles' sites and you will be unable to perform the full range of work as required by Coles. You told us that

- you are not intending to be vaccinated

On 22 December 2021, we sent you an email reminding you of the Policy requirements.

You have been off work and have had an extended period of time to make arrangements to comply with the Policy.

As at the date of this letter, you have not demonstrated compliance with the Policy. You are required, by no later than 10/02/2022 to take steps to comply with the Policy. Specifically, this means that:

- if you are unvaccinated, you are required to have your first dose of a COVID-19 vaccine and have made a booking for your second dose of a COVID-19 vaccine; **and**
- you are required to update your vaccination status in myhub. You may also be required to show evidence of your vaccination status to your line manager.

If you are unable to comply with this direction by 10/02/2022, please provide us with further information or documents for our consideration.

Failure to comply with this direction may result in disciplinary action being taken against you, up to and including termination of your employment.

You are not permitted to attend for work until you can satisfy Coles that you are complying with the Policy requirements.

There is support available if you are finding it difficult to comply with the Policy requirements. We encourage you to seek qualified medical advice if you have any concerns or queries about COVID-19 vaccines. I also remind you that you have access to free and confidential counselling via our Employee Assistance Program. The number for this service is 1300 687 327.

We want to reiterate that it is our hope that you choose to be vaccinated and comply with the Policy requirements by 10/02/2022 so that we can continue to work together to sustainably feed all Australians to help them

lead healthier, happier lives.

Yours sincerely

Steve Keogh

Store Manager