

29 October 2021

PRIVATE AND CONFIDENTIAL

Cherrie Ritter
Via email: cherrie.ritter@joblinkplus.com.au

Dear Cherrie,

COVID and Joblink Plus

Thank you for time last week to discuss Joblink Plus' COVID Vaccination Direction and your position.

As lockdown restrictions are relaxed and people are able to circulate more freely in the community, it has become clear that we are entering a new phase of living and working with COVID.

We understand that you currently remain unvaccinated and have a Doctor appointment scheduled to discuss receiving the COVID vaccine on 4 November 2021. Joblink Plus' intention is to ensure above all else the health and safety of the people we work with.

Our Direction

Joblink Plus is subject to strict obligations under Workplace Health and Safety (**WHS**) legislation to ensure the health and safety of our workers as well as other persons who interact with our business. If we fail to comply with these duties we may be subject to significant financial penalties and most importantly the health and safety of our workers and those we interact with may be placed at risk. Joblink Plus works closely with particularly vulnerable members of the community, including people with disabilities, underlying medical conditions, Indigenous Australians and those unable to be vaccinated for medical reasons. We are aware that great care needs to be taken to protect the health and safety of these individuals.

We also draw your attention to your own duties under section 28¹ of the *Work Health and Safety Act 2011*(NSW) which include taking reasonable care for your own health and safety and also to ensure your acts or omissions do not adversely affect the health and safety of other persons. You are also required to comply, so far as you are reasonably able, with any reasonable instruction that we give you to allow Joblink Plus to comply with the legislation.

From time to time, these WHS obligations mean employers must direct their staff to do or refrain from doing certain activities to ensure we uphold our duty to ensure the health and safety of our people. So that we can continue to provide a safe environment, we are taking the following approach to vaccinations for all Joblink Plus employees:

- Joblink Plus will require all employees to be double vaccinated to attend any Joblink Plus premises, training sites, external employer premises or any other locations relevant to the services Joblink Plus provides (**Locations**).
- Joblink Plus employees must have received at least one vaccination by 5 November 2021 to enable them to attend Joblink Plus premises and have received a second dose by no later than 17 December 2021. In any event, it is likely that employees will require full vaccination to

¹ <https://legislation.nsw.gov.au/view/html/inforce/current/act-2011-010#sec.28>



attend all Locations, as we are subject to the requirements of external parties such as employers we work with in this regard.

- Joblink Plus employees who are unable to be vaccinated and have obtained a medical exemption, the requirements above will not apply. Please let us know if you fall into this category so that we can discuss how we can support you moving forward.

We note that many of the employers we work with are issuing a similar directive regarding vaccination requirements for visitors, including jobseekers attending their premises.

Your Role

The requirements of your role include, among other aspects, assisting jobseekers, clients and customers with enquiries, assisting jobseekers with initial contact visits and sign up, greeting all people to site, purchasing goods and providing services for jobseekers and office requirements.

In the extenuating circumstances of the pandemic, some roles were able to be temporarily carried out in a work-from-home setting and face to face requirements were temporarily put on hold.

However, those extenuating circumstances have changed now that vaccine accessibility has allowed a return to face-to-face interactions in the community and program servicing has recommenced.

Our Jobactive Deed with the Department has several requirements that compel Joblink Plus to provide face-to-face services to jobseekers, including but not limited to conducting initial interviews and capability interviews, unless certain exceptions apply. In February 2021, the Department reintroduced nationwide face-to-face service delivery for jobseekers citing the significant benefit of meeting face-to-face in this area. The Department stated that COVID-safe plans and vaccination programs combined with the importance of delivering personalised support for jobseekers who require provider assistance informed their decision to resume mandatory face-to-face servicing where safe to do so. We also believe many of our jobseekers will expect Joblink Plus to again deliver these face-to-face services that we provided prior to the pandemic.

As such, it is our view that in order to discharge the inherent requirements of your role, you will need to be able to attend the Locations.

Next Steps

This places us in a very difficult position. We require you to return to the workplace so that you can complete the inherent requirements of your role but can only allow you to do so if you are vaccinated. Our obligations to the balance of our workforce, jobseekers, clients and others that we work with override our obligations to any one individual.

We understand it has been a challenging year, so we want to give you some time to reconsider your position in relation to vaccination. You are a valuable member of our workforce and we want to do everything we can to keep you on board. We understand you may have various questions and concerns about the vaccine and we strongly encourage you speak to experts and access reliable information in this regard, for example you may wish to:

- discuss the vaccine with your General Practitioner;
- visit the NSW Government's [FAQ page](#);
- visit the NSW Government's [Safety and Effectiveness webpage](#);



- visit the Australia's National Centre for Immunisation Research and Surveillance website which also has [some helpful FAQs](#).

We know that this has been a difficult time and now ask that you take time to consider your position. Should you wish to take time off to do so, please feel free to utilise your leave entitlements. We expect you to let us know of your final position on the matter by no later than 5 November 2021. You must not attend any of the Locations during this period.

If you have any questions or require further information in respect of this letter, please do not hesitate to contact your Executive Leader or me directly on 0428 277 549.

Thank you,



Natalie Anderson
Executive Leader People and Culture
Joblink Plus Limited

