

November 2021

**Reference: Western Australian State Governments Mandatory Covid Vaccination roll out for 2021/2022.**

To Whom it may concern

Following the State Government COVID-19 vaccination policy ('the policy'), PEP have developed processes to ensure it meets the requirements of the Western Australian State Governments Mandatory Covid Vaccination roll out for 2021/2022.

Therefore, for Group 2 as outlined in 'the policy' for logistic companies; all PEP employees and subcontractors will require their first vaccination by the 31st of December 2021 and their second by the 31st of January 2022.

PEP employees and sub-contractors have been communicated to and notified via email, toolbox meetings, information sessions and contacted individually via phone to ensure they are all aware of the need to be vaccinated and the deadlines imposed in 'the policy'.

PEP have developed processes to track vaccinations, the stage the individuals have been vaccinated (i.e. 1<sup>st</sup> or 2<sup>nd</sup> vaccination) and type of vaccination administered. This information is held in the PEP Integrated Management System (Mango) with the date and type of Vaccination and electrical copies of their Vaccination Certificates.

Currently our levels of vaccinations are above the state averages, and we will be at 100% vaccination for employees and subcontractors before the prescribed dates. For those who do not wish to be vaccinated, this cohort will not be working for PEP after the prescribed dates.

Due to privacy and confidentiality, PEP is unable to provide you with copies of the COVID-19 certificates however we will be able to provide you with a detailed report with the necessary information.