

## Self-declaration if you are at greater risk from COVID-19

As you know, one of our core priorities is to ensure no harm and to care for our employees, customers, and communities. We are making decisions in line with our core values of care and no harm

We want to do what we can to keep our people safe, working to their best and feel supported. Some of us are more at risk with COVID-19 than others and this can have an impact on them and our business.

### Some people are at greater risk and need protection

- people over 65 years of age.
- people with compromised immune systems e.g. on certain medications, undergoing cancer treatment.
- people with serious underlying medical conditions e.g. liver disease, cancer, kidney disease, heart disease and diabetes mellitus.
- pregnant women.
- AND anyone caring for these people, because if the carer gets sick then this increases risks for the people they are caring for or living with.

Our desire is that you continue to contribute to the business, and we aim to help you do this in any way we can and provide great levels of protection for our more vulnerable team members.

To do this we are asking you to please inform us if you have any condition which may put you at greater risk or if you have a compromised immune system.

The company has an obligation to keep its workers safe from harm and we want to work with you to be able to better provide a safe working environment. We need to understand who requires more support to maintain the ability to safely continue to contribute to the business.

**To be clear, it is the intent of Terra Industrial to collect this personal information for the purpose of planning and creating in advance a safer working environment to allow its workers to remain working.**

Any personal medical information gathered will only be used for the purpose of protecting our at-risk workers from contracting COVID-19. Terra Industrial will treat this information as **medically confidential** and will only provide limited access of this information to members of the Terra Safety Team, People and Culture team and our Occupational Physician (Company Doctor) if we require medical advice.

It will not be disclosed to your co-workers or managers. We promise that your information will never be used for any other purpose and will not be used to discriminate against you in any other situations in the future. It is simply to help you and everyone else to stay safely at work and maintain our business now. It will only be held for as long as the COVID-19 pandemic is around. After that point it will all be destroyed.

The use and storage of this information, Terra Industrial will at all times comply with guidelines of the Privacy Act 1993 and the Health Privacy Code 1994.

If you are still concerned about providing this information, we can link you directly with our Occupational Physician (Company Doctor) Dr Mary Obele who you can discuss confidentially your condition. She can then give advice to us about your safety needs without the specific details of your disclosure.

Thank you in advance for assisting to keep yourself and those you work with safe from harm and preventing the spread of COVID-19.

Kind Regards,

Dean Heney  
Safety and Sustainability Manager  
Terra Industrial

[Dean.heney@terracat.co.nz](mailto:Dean.heney@terracat.co.nz)

## At-risk team member self-declaration

Date:	
Name:	
Department:	
Location:	
Role:	
Pre-existing health condition:	
Other Information:	

When completed, please send this declaration form to:

[yourquestions@terracat.co.nz](mailto:yourquestions@terracat.co.nz)

## Statement of intent

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