

COVID-19 – Safe Office Access – Canada

PURPOSE

This Policy defines the access for all Canadian Graham offices commencing September 2021 until further notice.

POLICY

Effective October 12, 2021, all personnel seeking to enter a Graham office must be fully vaccinated. This includes salaried and hourly staff, workforce partner personnel and visitors. To accommodate those personnel who are unable or unwilling to be vaccinated, salaried and hourly staff and Workforce Partner personnel may work from home. Unvaccinated visitors must conduct business by telephone or online.

CONTEXT

Policy Necessity

Graham has a continuing obligation to protect the well-being of those on its premises. The rapid proliferation of the Delta virus and increased number of positive cases reinforces the need to take further steps to protect our people. To help reduce the risk of transmission and illness, access to Graham’s Canadian offices will be limited to personnel who are fully vaccinated.

What Constitutes “Fully Vaccinated”?

Individuals are considered fully vaccinated if 14 days have elapsed since a second dose of any combination of the Pfizer, Moderna and AstraZeneca vaccines, or 14 days from a dose of the Johnson & Johnson vaccine.

Confirming Vaccination Status

Personnel seeking to enter any of Graham’s Canadian offices will be required to verify that they have been fully vaccinated. This verification will take the form of a certification, which will be subject to audit. Personnel requested to provide proof of vaccination must furnish such proof

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Version	Date
1.0	September 30, 2021

promptly upon request. All medical information collected by Graham in respect of this policy shall be managed in accordance with Graham’s Privacy Policy.

While it’s expected all personnel will accurately complete the certification statements, the misrepresentation of vaccination status will result in termination of employment.

Accommodation

Personnel unable or unwilling to be vaccinated will be accommodated by working from home until further notice. Additional accommodation will be considered as may be required by law and will otherwise be periodically revisited and reflected in any updates to this Policy.

Scope of Policy

This Policy applies to all Canadian Graham offices. Project-based measures will continue to be subject to site specific safety directions, client directions and government orders or laws.

This Policy does not apply to Graham personnel working in the US. US personnel will be subject to directions from the Department of Labor, and any future policy issued by Graham specific to personnel working in the US.

ADMINISTRATION

Graham’s Pandemic Response Team is responsible for any clarification and interpretation of this Policy.

The President and Chief Executive Officer will approve all modifications and exceptions to this Policy.

APPROVED BY: PRESIDENT AND CHIEF EXECUTIVE OFFICER	OWNED BY: Pandemic Response Team
(Signed) A. Trewick	(Signed) M. Court

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