

## Covid-19 Vaccination Policy

[Updated: 15 November 2021]

### 1. Definitions

For the purposes of this Policy, the following terms have the following meanings:

A **"Brookfield Site"** means:

- (i) any site (excluding leased premises) that is under the direct management or control of Brookfield Properties, including an on-site management office or other common areas or facilities in a building that Brookfield Properties manages or controls; and
- (ii) any Tenant Premises.

The **"Company"** or **"Brookfield Properties"** means Brookfield Properties Australia Pty Ltd and affiliated Brookfield Properties' property management entities in Australia.

A **"Contractor"** means all agents, service providers, contractors and sub-contractors of Brookfield Properties or any Brookfield affiliate entity engaged to provide any services or perform works or maintenance at a Brookfield Site, including Tenant Premises.

**"Fully Vaccinated"** means having received full dosage of a COVID-19 vaccine approved by Commonwealth of Australia / ATAGI (such as Pfizer, Moderna or Oxford/AstraZeneca, or any combination of those vaccines), including, where designated by public health officials as constituting a full dosage, any applicable booster vaccinations.

**"Proof of Vaccination"** means documentation issued by Commonwealth of Australia / Medicare or any other recognized vaccination passport system (where established) verifying an individual is Fully Vaccinated.

**"Staff"** means:

- (i) employees of Brookfield Properties who are based or work at a Brookfield Site;
- (ii) employees of Brookfield Properties who as an inherent requirement of their role provide real estate, property or facilities management services and who are the subject of any Vaccine Mandate; or
- (iii) any employee of Brookfield Properties who may, from time to time, be required to attend or enter a Brookfield Site .

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**“Tenant Premises”** means any part of a Brookfield Site that is leased or exclusively licensed to a tenant, where that tenant is subject to a Vaccine Mandate or otherwise has a vaccination policy requiring all visitors, contractors and entrants to be Fully Vaccinated.

**“Vaccine Mandate”** means any applicable legislation mandating certain workers or class of persons to be Fully Vaccinated.

## **2. Scope**

This Policy applies to all Staff and Contractors attending or working at one or more Brookfield Sites in Australia.

## **3. Purpose**

In keeping with the advice, recommendations and instructions of public health officials, tenant directives and our responsibilities under health and safety legislation and other applicable Australian laws related to the COVID-19 pandemic, we are instituting this Policy to help protect our employees, tenants, and the community in which we operate from COVID-19.

## **4. Policy**

### **A. Vaccination requirement**

Except as set out in this Policy, on and from 15 Dec 2021 (or any such earlier date as may be required pursuant to any State or Federal legislation) all Staff and Contractors must be Fully Vaccinated.

Brookfield Properties will provide paid time off for Staff to receive the COVID-19 vaccine in accordance with Brookfield Properties' policies and applicable laws.

### **B. Disclosure of Vaccination Status**

#### **a. Staff**

Current vaccination status in respect of all Staff must be disclosed to Brookfield Properties, and such status must be updated upon any change.

Staff members must upload Proof of Vaccination in Workday or otherwise show Proof of Vaccination to Human Resources. If Brookfield Properties has not received Proof of Vaccination as required for a Staff member, the Staff member will be considered to not be Fully Vaccinated for the purposes of this Policy.

## **b. Contractors**

Brookfield Properties will request a confirmation from Contractors that their staff are compliant with this Policy on a periodic basis. Contractors will also be required to certify their compliance each time they attend a Brookfield Site, either as a sign-in step through our contractor management system, or as requested by a Brookfield Properties representative.

Contractors will be required to carry evidence of their Fully Vaccinated status with them whilst on a Brookfield Site and may be subject to ongoing compliance verifications by the Company and/or any occupiers of Tenant Premises.

If a Contractor does not show Proof of Vaccination, the Contractor will be considered to not be Fully Vaccinated for the purposes of this Policy.

## **C. Exemption**

This Policy does not apply to:

- (i) Staff or Contractors who enter any part of a Brookfield Site:
  - a. in their capacity as a member of the general public and who are not otherwise subject to a Vaccine Mandate; or
  - b. that is generally accessible by members of the general public and who are not otherwise the subject of a Vaccine Mandate;
- (ii) a tenant's employees, visitors or contractors; or
- (iii) the general public.

In the event a person has a legally protected ground for accommodation from the requirement of this Policy (for instance, a valid medical exemption as defined by any applicable law or public health order), this should be communicated in writing to Head of Operations and/or Brookfield Properties Human Resources so that alternate measures can be considered. All accommodation requests require written support of the need for accommodation to be submitted along with the request.

If there is a medical reason for not being Fully Vaccinated, written verification that the Staff member is entitled to an accommodation on medical grounds must be provided by a qualified physician, including whether the requested accommodation is permanent or time limited.

Staff or Contractors who are not Fully Vaccinated due to a substantiated legally protected ground may be required to take additional protective measures. This may include, without limitation, more stringent masking requirements, completing an approved COVID-19 rapid antigen test on a regular basis as prescribed by the Company and reporting test results in

accordance with the Company's protocol, reassignment, and any other health and safety measures deemed appropriate. The Company shall provide a written communication of such additional measures.

#### **D. Privacy**

Brookfield Properties is committed to protecting the privacy and security of Staff and Contractor personal information. All information collected under this Policy will be treated as confidential and will be used or disclosed only by Human Resources or Head of Operations for the purposes of administering this Policy and implementing infection control procedures in the workplace. All Staff and Contractor personal information will be collected, stored, used and disclosed in accordance with all applicable privacy legislation and in a secure manner consistent with Brookfield Properties privacy policy and practices.

### **5. ADDITIONAL INFORMATION**

If you have a query about this Policy or need more information, please contact your Human Resources Representative.

Brookfield Properties may revise, modify, delete, or add to this Policy at any time. Brookfield Properties will distribute any changes to Staff and Contractors in writing so that Staff and Contractors will be aware of the new policy and procedures. Any oral statement or representations do not change this Policy.

This Policy does not form a contract or part of Brookfield Properties' contract of employment with any of its employees and does not impose any contractual obligations on Brookfield Properties. However, to the extent that this Policy requires Staff or Contractors to do or refrain from doing something, it forms a direction of the Company with which Staff and Contractors must comply. In any event, an individual Staff member's contract of employment or a Contractor's written contract will apply to the extent of any inconsistency with this Policy.

