



SEAFARMS GROUP LIMITED

COVID-19 MANAGEMENT POLICY

9 APRIL 2020

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PURPOSE

The COVID 19 Management Policy has been established to ensure Seafarms provides guidelines to manage risks associated with COVID 19 to its' employees and business continuity.

SCOPE

This policy applies to Seafarms' and its related entities and all employees of those entities. This policy also applies, where relevant, to consultants and contractors engaged by Seafarms.

This policy is not incorporated into the employment contract and does not impose any binding or contractual obligations on Seafarms. Seafarms may amend, vary or withdraw this policy at any time.

PRINCIPLES

The World Health Organisation has declared COVID-19 (coronavirus) a pandemic. COVID-19 poses risks to the safety and health of Seafarms employees, consultants and contractors. Seafarms takes its obligations to your safety and health seriously. With that in mind, Seafarms has decided to implement a number of measures to assist in protecting the health and safety of all employees, consultants and contractors.

RESPONSIBILITIES

Company Secretary

It shall be the responsibility of the Company Secretary (or a delegated authority) to implement this policy and to monitor its performance.

Leaders

It is the responsibility of Leaders to ensure that they are familiar with the policy and follow it accordingly, including notifying contractors and consultants of their obligations under this policy.

Employees

It is the responsibility of the employees to ensure that they are familiar with the policy and follow it accordingly.

Contractors & Consultants

It is the responsibility of consultants and contractors to ensure that they are familiar with the policy and follow it accordingly. This includes following the directions of Seafarms Management.

ACCESS TO INFORMATION

You can access the following sites for current and reliable information on COVID-19:

- [Australian Government Department of Health](#)
- [Department of Foreign Affairs and Trade Smarttraveller](#)
- [World Health Organisation](#)
- Relevant State Government websites such as:
 - [Queensland Department of Health](#)
 - [Northern Territory Department of Health](#)

 Western Australian Department of Health

We recommend that employees, consultants and contractors follow the guidance of these expert authorities, rather than social media commentary.

PROCEDURES

Compliance with Government and medical instructions

The current Australian Government instructions provide that:

- Anyone arriving in Australia from overseas will be quarantined for 14 days
- If you've been in close contact with a confirmed case of COVID-19, you must also isolate yourself for 14 days after your last contact with the confirmed case

State and Territory Governments across Australia have various entry requirements and isolation/ quarantine procedures on arrival into the State, and regarding movements within that State or Territory. It is your responsibility to be aware of these and comply with these.

All employees, contractors and consultants are required to comply with Australian Government and relevant State or Territory Government instructions on COVID-19, including as they change from time to time. You should assume that these instructions will change frequently as new information emerges.

If you are required to undergo a period of self-isolation by any Government or medical instruction or direction, you are not permitted to attend at the workplace until your period of self-isolation has ended.

The situation is rapidly changing and Seafarms will attempt to keep you updated including through the Seafarms' intranet (<https://seafarms.sharepoint.com/sites/intranet>) It is expected that you will also take responsibility to keep up to date with Government guidelines, particularly if you have travelled overseas, interstate or have been exposed to someone with COVID-19.

Annual leave

You are no longer permitted to travel overseas unless you receive a specific exemption from the Government.

Annual leave requests which relate to overseas travel are unable to be approved at this time, unless you can show that you have received a specific exemption from the Government. The process relating to approval of annual leave will be updated to accord with Government policy and instructions.

Close contact

If you have been in close contact with someone who has COVID-19 you are required to immediately inform your Manager and Human Resources of this, the contact you had, and the date/s on which it occurred.

If you share a domicile with a person who is required to self-isolate for any reason, then you are not permitted attend at the workplace until the period of self-isolation has ended.

You must also comply with any applicable state or federal Government requirements relating to self-isolation or quarantine.

Testing for COVID-19

If you are tested for COVID-19 you are required to immediately notify your Manager and Human Resources of this and the date on which the testing occurred.

You are also required to inform your Manager and Human Resources of the outcome of the COVID-19 test.

Temperature checking

Seafarms may conduct temperature checks of all employees, consultants or contractors before permitting them to enter the workplace. If the check finds that you have a high temperature, you will not be permitted to enter the workplace until you provide a medical certificate stating that you are fit for work.

COVID 19 Personal Leave - Part Time and Full Time Employees

COVID-19 Personal Leave is discretionary leave provided by Seafarms to its employees. Seafarms may amend, vary or withdraw COVID-19 personal leave at any time.

Full time or part time employees who are required to self-isolate for any reason relating to COVID 19 should work from home where this is possible.

If this is not possible, full or part time employees will be eligible for up to 10 work days COVID 19 personal leave (in addition to personal leave otherwise accrued as provided for in your employment contract and/or under the *Fair Work Act 2009*) in the following circumstances:

- a) you self-declare by either:
 - i. contacting your Manager or supervisor before you come to work and advising them of either COVID-19 symptoms or a formal requirement to self-isolate; or
 - ii. if you are unable to speak to your Manager or supervisor before arriving at work, upon arriving at work speaking to your Manager or supervisor from at least 1.5 metres away and outlining possible COVID-19 symptoms. In these circumstances, you are not permitted to interact with any employees other than those that are necessary;
- b) you are required to self-isolate by Government or medical instruction or direction;
- c) you are required to care for children unexpectedly due to a closure of school or suspension or cessation of child care arrangements;
- d) other circumstances at the absolute discretion of Seafarms, assessed on a case by case basis.

Please note the maximum amount of COVID-19 leave to be granted is 10 work days. Once you have received 10 work days' COVID-19 leave you will not be entitled to any further COVID-19 leave for any circumstance, unless otherwise approved by Seafarms.

For avoidance of doubt, all employees with COVID-19 leave are required to observe strict self-isolation requirements while accessing this leave. Failure to do so may result in the approval of your COVID-19 Personal Leave being withdrawn by Seafarms.

COVID 19 Personal Leave - Casual Employees

Casual employees who are required to self-isolate for any reason relating to COVID 19 should work from home where this is possible. If this is not possible, you will be eligible for up to 10 work days COVID 19 personal leave, paid at ordinary time the basis of the hours you were rostered to work in that 2 week period, in the following circumstances:

- a) you self-declare by either:
 - i. contacting your Manager or supervisor before you come to work and advising them of either COVID-19 symptoms or a formal requirement to self-isolate; or
 - ii. if you are unable to speak to your Manager or supervisor before arriving at work, upon arriving at work speaking to your Manager or supervisor from at least 1.5 metres away and outlining possible COVID-19 symptoms. In these circumstances, you are not permitted to interact with any employees other than those that are necessary;
- b) you are required to self-isolate by Government or medical instruction or direction;
- c) you are required to care for children unexpectedly due to a closure of school or suspension or cessation of child care arrangements;
- d) other circumstances at the absolute discretion of Seafarms, assessed on a case by case basis.

Please note the maximum amount of COVID-19 leave to be granted is 10 work days. Once you have received 10 work days' COVID-19 leave you will not be entitled to any further COVID-19 leave for any circumstance, unless otherwise approved by Seafarms.

It is noted that casual employees do not otherwise receive and are not entitled to any form of personal leave, and the implementation of this policy is designed to cover the exceptional circumstance and risks posed by COVID 19, and does not form any precedent for future events.

For avoidance of doubt all casual employees with COVID-19 leave are required to observe strict self-isolation requirements while accessing this leave. Failure to do so may result in the approval of your COVID-19 Personal Leave being withdrawn by Seafarms.

Customers, Contractors & Consultants

Seafarms reserves the right to refuse entry to any Seafarms' site in response to the COVID 19 pandemic and to manage the risk to the business. Where appropriate the procedures outlined within this policy will also apply to customers, consultants and contractors.

COMMUNICATIONS

The situation is rapidly changing and we will attempt to keep you updated. It is expected that you will also take responsibility to keep up to date with Government guidelines, particularly if you have travelled overseas or have been exposed to someone with COVID-19.

POLICY INFORMATION

| Document Name | Discipline Policy |
|----------------------------|---|
| Effective Date | 16 March 2020 |
| Last Review date | 8 April 2020 |
| Version umber | 2 |
| Related Documents | Nil |
| References and Legislation | Australian Government Department of Health Department of Foreign Affairs and Trade Smarttraveller World Health Organisation |