29 November 2021

Dear Supplier,

COVID-19 Vaccinations

Following recent communication and consultation on our vaccination policy proposal with workers and some suppliers and contractors, we can now confirm that the Hynds Group of Companies (*Hynds Limited*) is progressing with a vaccination mandate across all its businesses.

We are now seeking assurances in writing from all our suppliers, contractors, and consultants, that all their employees and subcontractors who access our sites will comply with the policy.

Our policy states that anybody entering a Hynds site must be fully vaccinated against COVID-19. Fully vaccinated against COVID-19 is defined as having received two doses of the COVID-19 vaccine (*currently in New Zealand this is the Pfizer/BioNTech/AstraZeneca COVID-19 vaccine*). This also includes all vaccines approved by the World Health Organisation (WHO) (*to cover those vaccinated overseas*). The policy also covers vaccine boosters approved by MOH as part of the requirement to be fully vaccinated.

Which sites will this apply to?

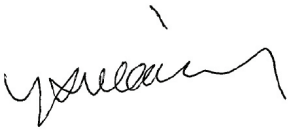
This includes Hynds Pipe Systems factories, branches and distribution centres, Waters & Farr factories, distribution centres, Hygrade (NZ/AU) warehousing, distribution and offices, Gillies Metal Tech, Hynds Support Office (East Tamaki), construction sites and temporary sites established by our teams working in the field e.g. maintenance, quality, project management teams.

When will these changes come into effect?

15 February 2022 to be fully vaccinated

Please provide assurance in writing (*using the template attached*) that your business and any associated persons providing services on your behalf will comply with the policy to safety&wellbeing@hynds.co.nz by **Friday 24 December**.

Yours faithfully,



James Willoughby

Executive Manager – Health, Safety, Environment, Quality, Sustainability

Hynds Limited

For Contractor/Supplier/Consultant to Complete

This document is confirmation that the undersigned will comply with the **Hynds Vaccination and Travel Policy** which requires any person(s) attending any Hynds Group[1] site for the purposes of work be **fully vaccinated** against COVID-19.

Company name:	
Address:	
Company Activity:	
Authorised by:	
Email Address:	
Contact Number:	**Phone:**

Authority and Declaration

We declare that throughout the duration of any contracted services with Hynds Limited we shall always abide by the **Hynds Vaccination and Travel Policy**. In the event that we engage sub-contractors we shall ensure that the company also meets the same expectations.

SIGNED: _____ DATE: _____

OFFICE USE ONLY

Declaration Reviewed & Approved by: _____ DATE: _____

Scan and email to safety&wellbeing@hynds.co.nz

[1]Hynds Group Sites

This includes Hynds Pipe Systems factories, branches and distribution centres, Waters & Farr factories, distribution centres, Hygrade (NZ/AU) warehousing, distribution and offices, Gillies Metal Tech, Hynds Support Office (East Tamaki), construction sites and temporary sites established by our teams working in the field e.g. maintenance, quality, project management teams.