

Vaccination and Immunisation Policy

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WESTPORTS HOLDINGS BERHAD
(Registration No. 199301008024 (262761-A))

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1.0 POLICY STATEMENT

- 1.1 As an essential service, **Westports Malaysia Sdn. Bhd. (“Westports”)** is required to remain in constant operation even in the face of global pandemics and other threats to health and safety. As such, Westports is committed to maintaining a safe and healthy working environment for its employees as well as other port users. This includes the prevention of the spread of contagious diseases. Through enforcement of Westports’s Vaccination and Immunisation Policy (“this Policy”) and by communicating to employees, Westports will seek to prevent the spread of contagious diseases through vaccination and immunisation. This Policy should be read in conjunction with the laws of Malaysia, as well as the Westports Employee Handbook, Code of Conduct and Westports’s other policies and guidelines. If multiple documents speak of the same subject, then the upmost stringent provision prevails.

The Policy intends to fulfil the requirements set forth in Part IV of the Occupational Safety and Health Act 1994, which requires an employer to maintain a safe and healthy working environment for its employees, as well as all directives issued by the Port Klang Authority (“PKA”) and Malaysian Ministry of Health from time to time.

2.0 SCOPE

- 2.1 The Policy is applicable to all Westports employees. All employees (whether temporary, contract basis or permanent) must comply with this Policy, Westports other policies and procedures and all applicable laws in the course of employment.
- 2.2 The Policy also applies to Westports associates, which includes but not limited to, vendors, contractors, sub-contractors, suppliers, tenants, and other intermediaries who are performing work or services for and on behalf of Westports, as well as guests, visitors and other persons authorized to enter the port (collectively, “Port Users”).
- 2.2.1. In line with this Policy, Port Users are urged to encourage vaccination among its employees, servants and agents. Westports recommends Port Users to facilitate the process of vaccination as may be required, including but not limited to covering the cost thereof.
- 2.2.2. Port Users whose employees are not vaccinated against contagious diseases will be required to undergo contagious disease testing once per day before entry into Westports premises, and will only be allowed entry upon production of a negative result from the test.
- 2.2.3. The costs of all contagious disease testing undergone pursuant to Clause 2.2.2. shall be borne by the respective Port User in question.

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2.2.4. Port Users who fail to comply with the requirement in Clause 2.2.1 above will be refused entry into Westports premises.

2.3. This Policy shall apply in the event of any epidemic, pandemic, endemic or outbreak declared by MOH that threatens the health and safety of employees at Westports, for which a vaccine approved by the MOH is available for general public use.

3.0 DEFINITION

3.1. For the purposes of this Policy, the following terms shall carry the following definitions:

“**CEO**” refers to Chief Executive Officer

“**contagious disease**” refers to any disease caused by pathogens such as bacteria, viruses, fungi, parasites etc. and is capable of being transmitted from person to person by any means.

“**contagious disease testing**” refers to any test for contagious diseases as may be recommended by the Westports in-house panel doctor based on MOH requirements.

“**GMD**” refers to Group Managing Director

“**HOD**” refers to Head of Department

“**HOS**” refers to Head of Section

“**immunisation**” refers to the process of obtaining immunity from contagious diseases.

“**vaccination**” refers to immunisation via vaccines.

“**vaccine**” refers to any substance approved by MOH which, when administered to a person, stimulates the production of antibodies, resulting in immunisation.

“**high-risk employees**” refer to employees with a higher risk of contracting and/or transmitting a contagious disease, as more particularly defined in paragraph 4.2 below.

“**confined space**” refers to any area wherein two or more employees are required to work in close proximity with each other, such as shared workstation cubicles.

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“**meetings**” refer to formal work-related events involving two or more employees. This includes discussions among colleagues, department meetings and meetings with HOS, HOD, CEO, GMD or Executive Chairman.

“**gatherings**” refer to non-work related or otherwise informal events organised by Westports involving two or more employees. This includes religious events at places of worship in Westports (e.g. Friday prayers), company functions or dinners, penghulu outings and Communications Day.

“**MOH**” refers to the Malaysian Ministry of Health.

4.0 REQUIREMENT FOR VACCINATION

- 4.1. Vaccination against contagious diseases is mandatory for all employees at Westports. It is important for all employees to be vaccinated against contagious diseases, particularly for the following groups of high-risk employees:
- 4.1.1. Employees who work or regularly come into close contact with those who work onboard vessels, at the wharf and in the container yard;
 - 4.1.2. Employees who work at the Westports in-house clinic or regularly come into close contact with potentially infected employees;
 - 4.1.3. Employees who work in confined spaces or in groups of two or more;
 - 4.1.4. Employees whose nature of work entails change or sharing of equipment;
 - 4.1.5. Employees handling transport of other employees, e.g. shuttle drivers;
 - 4.1.6. Employees who frequently use the shuttle bus service;
 - 4.1.7. Employees over the age of 50 years old;
 - 4.1.8. Employees with pre-existing medical conditions or comorbidities (e.g. hypertension, diabetes etc.)
 - 4.1.9. Employees who live or frequently come in contact with pregnant women, young children, senior citizens, people with pre-existing medical conditions or people who may be otherwise immunocompromised.

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- 4.2. Westports shall take all practicable measures to facilitate the vaccination process among its employees, including granting employees unrecorded leave to receive their vaccinations and participating in programmes organized by relevant bodies (such as PKA) to ensure all employees are vaccinated.
- 4.3. Employees must present proof of vaccination status upon request by Westports and / or the Westports in-house panel doctor or the Port Police. Failure and/or refusal to produce proof of vaccination or a negative result from contagious disease testing upon request will result in the employee being denied entry to Westports.
- 4.4. New candidates for employment are required to present proof of vaccination to the Westports in-house doctor during the employee's pre-employment medical check-up. Failure or refusal to present proof of vaccinations required for employment by Westports or Ministry of Human Resources during the check-up may result in the employee being found unsuitable to work at Westports.

5.0 EXEMPTION FROM VACCINATION

- 5.1 Westports recognises that there may be medical circumstances preventing certain employees from being vaccinated.
- 5.2. An employee may apply to the Human Resource (HR) Department for exemption from vaccination as may be provided for by MOH, which includes the following:
 - 5.2.1. The employee has a medical history of severe symptoms or adverse reactions to vaccines;
 - 5.2.2. The employee has a medical history of severe allergic reactions to medication or other substances.

The employee's application shall be supported by relevant medical reports and other documentation provided by a medical doctor, and the employee shall be subject to examination by Westports in-house doctor to verify the employee's condition. Failure to provide documentation or submit to examination may result in the employee's application being denied

- 5.3. In reviewing the said application, the HR Department will weigh the suitability of the employee to work within Westports environment vis-à-vis the health and safety of himself, his family and other employees, following which a decision shall be made regarding the employee's suitability or unsuitability for employment at Westports.

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- 5.4. The HR Department's decision in relation to exemption is final. **The HR Department will not, under any circumstances, allow exemption on non-medical grounds such as the ground of phobias, beliefs or philosophy.**
- 5.5. Any employee whom, with no valid exemption from the HR Department, refuses to be vaccinated against contagious diseases as recommended by MOH, will be in breach of Westports safety and health policies. Such employees are deemed to have understood and accepted the risks of refusing vaccination, including the risk of contracting and transmitting contagious diseases.
- 5.5.1 Pursuant to the above, Westports will not cover the cost of treatment at any private hospitals or clinics, including hospitalization and medication, incurred by any employee or their immediate family who have contracted a contagious disease as a result of the employee's refusal to be vaccinated.
- 5.6. Unvaccinated employees will be required to undergo daily contagious disease testing, and will only be allowed entry upon production of a negative result from the test.
- 5.6.1. The costs of all contagious disease tests undergone pursuant to Clause 5.6. shall be borne by the employee in question, where such costs shall not exceed the cost recommended by MOH for similar tests.
- 5.6.2. Employees who fail to comply with the requirement in Clause 5.6 above will be refused entry into Westports premises and will not be paid wages for each day not worked.

6.0 EMPLOYEE RESPONSIBILITIES

- 6.1 All employees are responsible to maintain a safe and healthy work environment for themselves, their colleagues and other port users.
- 6.2. In line with the above, all employees are required to co-operate with any directives issued by the Government and Westports in relation to vaccination.
- 6.3. Additionally, all employees are responsible to prevent and mitigate, as far as practicable, the spread of contagious disease in the workplace in accordance with standard operating procedures (SOP) issued by Westports and their respective Heads of Department, including the HR Department in accordance with the directions of MOH from time to time. These SOPs include but are not limited to the following:
- 6.3.1. Maintaining personal hygiene and cleanliness, e.g. by washing hands and sanitising their workspace;
- 6.3.2. Practicing safe social distancing;

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- 6.3.3. Avoiding crowded and confined spaces;
 - 6.3.4. Using face masks or other personal protective equipment as necessary and in a proper manner;
 - 6.3.5. Seeking advice from the Westports in-house panel doctor in the event of suspected infection or close contact with an infected person, and complying with the doctor's recommendations on testing, quarantine etc.; and
 - 6.3.6. Informing their respective HOS or HOD in the event of suspected contagious disease or close contact with an infected person.
- 6.4. Employees experiencing two or more symptoms of contagious disease (e.g. coughing, sneezing, fever etc.) **shall strictly avoid coming to office** and are encouraged to seek treatment at their nominated panel clinics and/or general hospital instead of the Westports clinic. Westports will cover the costs of such medical treatment sought, subject to Section 4.6.2 of the Employee Handbook on Provision of Medical Benefits and Sections 5.5.1 and 5.6.1 of this Policy.

7.0 MONITORING, REVIEWING AND ENFORCEMENT

- 7.1 Westports will diligently monitor these procedures to ensure that they meet the objectives of relevant legislations and remain effective for Westports, and, if necessary, implement changes subject to the approval of the Board of Directors.
- 7.2 Internal control systems and procedures designed to promote immunisation are subject to regular audits to ensure that they are effective in practice.
- 7.3 All employees are encouraged to seek clarification on this Policy if they have any enquiries from their respective HODs, the Environment, Health and Safety (EHS) Department, or the HR Department.
- 7.4 This Policy forms part of all employees implied and express contract of employment and Westports may amend it at any time so as to improve its effectiveness at promoting immunisation.
- 7.5 This Policy shall be reviewed every two years by the Nomination and Remuneration Committee to assess its effectiveness.

This policy is approved by the Board of Directors on 27 January 2022.