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MALAYSIA AIRPORTS HOLDINGS BERHAD


POLICY

HUMAN CAPITAL DIVISION

DOCUMENT NO : MAHB/HDQ/POL/HRD/04
TITLE : COVID-19 VACCINATION POLICY
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APPROVED BY:	GROUP CHIEF EXECUTIVE OFFICER (GCEO)
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REVISION HISTORY

Date	Rev Number	DCR No.	Page No.	Description of Revision	DCC
10/10/21	0	-	-	New edition	

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Summary:	Policy aims: <ul style="list-style-type: none"> In accordance with MAHB Safety and Health Policy, it is the Company's duty to provide and maintain a workplace and customer environment that is free of known hazards. This Policy is in line with the Occupational Safety and Health Act 1994 ("OSHA"). 	
Applies to:	<ul style="list-style-type: none"> MAHB will require all employees and contractors who enter the workplace or have contact with customers, passengers, or visitors to be fully vaccinated with COVID-19 vaccine. 	
Related Legislation, Policy, Agreements etc.	<ul style="list-style-type: none"> Occupational Safety and Health Act, 1994 (OSHA). Personal Data Protection Act 2010 (PDPA). Malaysia Airports Code of Ethics & Conduct. Civil Aviation Authority of Malaysia (CAAM) COVID-19 Guidelines for Aviation Industry. Clinical Guidelines on COVID-19 Vaccination in Malaysia Ministry of Health. 	
Definition/Abbreviation:	BOD	Board of Directors
	COVID-19	The COVID-19 belongs to a family of viruses known as the Coronaviruses, which can cause illnesses ranging from the common cold to more severe diseases, such as the severe acute respiratory syndrome (SARS) and Middle East Respiratory Syndrome (MERS). The COVID-19 infections started in China but confirmed infections have also been reported in Malaysia and other parts of the world.
	Contractors	Malaysia Airports contractors and their employees or sub-contractors' employees that performing work at Malaysia Airports site or premise.
	CHCO	Chief Human Capital Officer
	Employees	Malaysia Airports employees and its subsidiaries
	EXCO	Executive Committee
	DCC	Document Control Centre
	GCEO	Group Chief Executive Officer
	GM	General Manager
	Health Certificate	COVID-19 RTK-Antigen test report certified by a medical practitioner
	MAHB	Malaysia Airports Holdings Berhad
	MOH	Ministry of Health (Kementerian Kesihatan Malaysia)
	NRP	National Recovery Plan
	OSHA	Occupational Safety and Health Act
	OSH	Occupational Safety and Health
	RTK-Antigen	Antigen Rapid Test Kit

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1.0 INTRODUCTION

Malaysia Airports Holdings Berhad (“MAHB”) being an essential service sector provider has put in place a COVID-19 Vaccination Policy (“Policy”). As COVID-19 continues to spread and variants are circulating, MAHB will require all employees and contractors who enter the workplace or have contact with customers, passengers, or visitors to be fully vaccinated with a COVID-19 vaccine.

This is part of the Company precautionary measure to ensure the workplace is free of COVID-19 and to safeguard the health of employees, their families, customers, passengers, visitors and the community at large from the infectious diseases.

2.0 ACT AND REGULATIONS


In accordance with MAHB Safety and Health Policy, it is the Company’s duty to provide and maintain a workplace and customer environment that is free of known hazards. This Policy is in line with the Occupational Safety and Health Act 1994 (“OSHA”) which imposes the following obligations on the Company: -

- a) Employers are under a duty to ensure, so far as is practicable, the safety, health and welfare at work of all his employees (Section 15(1) of OSHA).
- b) Employers must also conduct its business in a manner that persons, not being its employees, are not exposed to risks to their safety or health (Section 17(1) of OSHA).
- c) Equally, under (Section 24 (1) (a), (b), (d) of OSHA), employees are under the following obligations: -
 - i. To take reasonable care for the safety and health of himself and of other persons.
 - ii. To co-operate with the employer in the carrying out of any duty imposed on the employer under the OSHA.
 - iii. To comply with any instruction or measure on occupational safety and health instituted by his employer.

3.0 POLICY STATEMENT

3.1 All employees who are eligible under MOH guidelines for the vaccination must receive the full vaccination as scheduled by the Ministry of Health (MOH). “Full Vaccination” means: -

- a) 14 days after the second dose in a 2-dose series, such as the Pfizer, Astra Zeneca or Sinovac vaccines; or any approved vaccine by the MOH; or
- b) 28 days after a single-dose vaccine, such as Johnson & Johnson’s Janssen or CanSino vaccine; or any approved vaccine by the MOH; and
- c) Receiving the necessary COVID-19 booster dose and/or annual booster dose as approved by the MOH, where applicable, in due course.

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3.2 New employees - A pre-employment requirement where they must be vaccinated before they are hired, or they must undertake that they will be vaccinated after joining the Company.

3.3 Existing employees - All employees who are eligible under MOH guidelines for the vaccination must receive the full vaccination as scheduled by the Ministry of Health (MOH).


3.4 Refusal employees – The Company reserves the right to take the following action(s) to those who are eligible under MOH guidelines but refused to take the vaccine without any valid ground and therefore not in compliance with this policy. Employees who are eligible for vaccination but decided to refuse the vaccine are subject to the followings:

- a) Employees will be subjected to RTK-antigen COVID-19 testing or any other test that are deemed reliable and accurate as per the guidelines issued by MOH. These tests are required to be conducted on regular basis, twice (2) every seven (7) days at employees own expenses. The test result (Health Certificate) must be produced to the HOD and the HOD will keep a register of the test date and result.

RESULT FROM SELF-TEST KIT WILL NOT BE ACCEPTED.

- b) Medical expenses. All medical expenses in relation to COVID-19 infection will not be covered by the Company.
- c) Disciplinary action. Employee that is found guilty of infringement of the company's COVID-19 vaccination policy are subject to disciplinary action. List of non-compliance under the policy inter alia:
 - i. found to be within the company's premises without a negative test result.
 - ii. absent from work due to failure to produce health certificate (COVID-19 test result) and days of absent to be treated as "no work, no pay" and subject to disciplinary action for absent without leave.
- d) "Frustration of Contract"- Unvaccinated employees who are unable to return to work with no indication when they would be able to return to work or unable to perform the work for which they were employed due to the restriction imposed to the unvaccinated person by other parties i.e. Government, authorities, regulators and etc, the Company will review their employment including termination of employment on the grounds of "Frustration of Contract".

3.5 Refusal employees on medical ground - Any refusal to be vaccinated which is based on medical grounds, health or any other reasons must be certified by a medical practitioner and will be accepted as reasonable reason for not being vaccinated.

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3.6 Digital Certificate – Company may request employees to provide a print screen/print copy of the Digital Certificate or vaccination card to confirm COVID-19 vaccination.

3.7 Employees should be guided by the guidelines issued by the Ministry of Health on the possible side effects arising from the vaccine. The Company shall not be liable for any liability arising, directly or indirectly from this Policy. Please refer to Clinical Guidelines on COVID-19 Vaccination in Malaysia Ministry of Health, for further explanation.

3.8 Please refer to **Appendix 1, Appendix 2 & Appendix 3** for the list of medical reasons (not exhaustive) that maybe accommodated and considered by the Company.

4.0 ACCESSIBILITY

The documents (except confidential documents) can be accessed through the DCC MAHB.

5.0 MODIFICATION

Should there be any new regulation or SOP introduced by the Government or relevant authorities supersede, vary, repeal or add to any part of this policy, the relevant clause of this policy shall be automatically applied.

6.0 CONFIDENTIALITY

The documents are strictly meant for MAHB Group of Companies only unless permitted by the documents' custodian.

7.0 APPENDIX

Appendix 1 – Sinovac COVID-19 Vaccine Information.
Appendix 2 – Pfizer COVID-19 Vaccine Information.
Appendix 3 – Astra Zeneca COVID-19 Vaccine Information.