



## COVID-19 VACCINATION INCENTIVE PROGRAM: Employee Incentive Program Terms and Conditions

### 1. Context

These terms and conditions are made pursuant to the Employee Incentive Program (**EIP**) policy of Vantage Fuels Pty Ltd ACN 151 023 040 (**Vantage, we, us, our**).

### 2. Name of EIP

The name of the EIP is the Vaccination Incentive Program (**VIP**).

### 3. Purpose

The purpose of the VIP is to promote compliance with our workplace health and safety obligations and to minimise the risk of exposure to COVID-19 in our workplace.

### 4. When does it apply

The VIP will be effective from the commencement of the Government's national COVID-19 vaccination program and will conclude on **30 November 2021 (Program Period)**. This means that the VIP applies retrospectively such that it will apply to those employees who have commenced or completed their vaccination schedule prior to the launch of the VIP.

### 5. Advice from a health practitioner

**All vaccinations must be undertaken on the advice of a health practitioner (Health Advice).** The 'advice of a health practitioner' means that the health practitioner has consulted with the prospective recipient and advised them of their suitability to receive a vaccination having regard to the individual's health circumstances.

### 6. How it works

During the Program Period, any employee who satisfies the Eligibility Criteria (see paragraph 8) will:

- (a) receive a BP fuel voucher to the value of \$25 (**Voucher**); and
- (b) go in the draw to receive a cash incentive (see paragraph 7).

### 7. Cash incentives

All employees who satisfy the Eligibility Criteria (see paragraph 8) will go in the draw to win one of the following cash incentives (**Cash Incentive**):

Prize description	Number available	Referred to as
\$1000.00 cash	1	<b>First Prize</b>
\$250.00 cash	4	<b>Runner Up Prizes</b>

**An employee is not eligible to win more than one Cash Incentive.**

## 8. Eligibility Criteria

To participate in the VIP, each of the following requirements must be met:

- (a) the entrant must be an employee of Vantage and, to receive a Cash Incentive, must remain so at the Draw Date;
- (b) the entrant must have received the Health Advice (see paragraph 5 above);
- (c) the entrant must be fully vaccinated (ie: have received two vaccinations) with a COVID-19 vaccine that has been approved by the Therapeutic Goods Administration (TGA);
- (d) the entrant must submit their Australian Government issued COVID-19 Vaccination Certificate (which is available through MyGov) (**Vaccination Certificate**) to [hr@vantagefuels.com.au](mailto:hr@vantagefuels.com.au) on or before **30 November 2021**; and
- (e) the entrant must consent to their Vaccination Certificate (and all information contained therein) being collected and managed in accordance with our Privacy Collection Statement (see paragraph 14 below) (collectively, **Eligibility Criteria**).

For the avoidance of doubt, an entrant will be ineligible to receive a Cash Incentive if they cease to be an employee of Vantage on or before the Draw Date (7 December 2021). For the further avoidance of doubt, an employee who commences their employment with Vantage after the VIP has commenced will be eligible to participate in the VIP (and receive a Voucher and go in the draw to receive a Cash Incentive) if all requirements of clause 8 are met.

## 9. Prize draw date

The winners of Cash Incentives will be drawn on **7 December 2021 (Draw Date)**. The prize draw will take place at 7 Woodlands Court, East Bendigo, Victoria.

## 10. Cash incentive draw

- (a) All employees who satisfy the Eligibility Criteria will be entered into the draw to win a Cash Incentive.
- (b) On the Draw Date, our HR manager (or such other person as is nominated by us) will select the winner of the First Prize by random selection from all entries to the VIP (**Major Prize Draw**).
- (c) After the Major Prize Draw has taken place, our HR manager (or such other person as is nominated by us) will select the winner of the Runner Up Prizes by random selection from all remaining entries in the VIP (**Runner Up Prize Draw**).
- (d) Each valid entry will have a fair and equal chance of being drawn.
- (e) The Major Prize Draw and the Runner Up Prize Draw will be overseen by our General Manager (or such other person as is nominated by us).
- (f) The winners of the Cash Incentives will be notified of their win by phone on the Draw Date.

## **11. Payment of Cash Incentives and delivery of the Vouchers**

### **11.1 Payment of Cash Incentives**

Each winner of a Cash Incentive will receive their payment by direct deposit into the account they have nominated to receive their pay. The Cash Incentive will be paid by us in the first pay run after the Draw Date.

### **11.2 Distribution of Vouchers**

Once a Vaccination Certificate has been emailed to [hr@vantagefuels.com.au](mailto:hr@vantagefuels.com.au), each employee will, at their direction:

- (a) be posted their Voucher to the address stored on our employee record; or
- (b) be able to collect their Voucher from their home site.

## **12. Fraudulent Vaccination Certificates**

If an employee's Vaccination Certificate is found to be fraudulent at any point in time, it is likely their employment will be terminated on the grounds of serious misconduct (fraudulent behaviour) and if a Cash Incentive was received, it will need to be refunded.

## **13. Acknowledgment and consents**

By entering the VIP, each employee:

- (a) confirms that they have received two doses of a TGA approved COVID-19 vaccine;
- (b) acknowledges that they have read and understood these terms and conditions;
- (c) agrees to be bound by these terms and conditions; and
- (d) acknowledges that they have read and understood the Privacy Collection Statement (see paragraph 14 below) and consents to their Vaccination Certificate (and all information contained therein) being collected and managed in the manner set out therein.

## **14. Privacy Collection Statement**

Vantage Fuels Pty Ltd ACN 151 023 040 (**we, us, our**) is collecting your personal information, including sensitive information (being your vaccination status), for the purpose of conducting the VIP and complying with our WHS duties to minimise the risk of exposure to COVID-19 in our workplace (**Collection Purpose**). By entering the VIP, you consent to us collecting, using and disclosing your personal information, including your sensitive information, for the Collection Purpose. To be eligible to be a winner of the VIP, an employee must be willing to provide evidence that they've received both doses of a COVID-19 vaccine that has been approved by the TGA. If this information is not collected, the employee cannot be eligible to receive a Voucher or go in the draw to receive a Cash Incentive. Any personal information that is collected by us will not be disclosed to any third party without your consent unless this disclosure is required or permitted by law or required or permitted for the Collection Purpose or, to the extent permitted by law, is disclosed on a de-identified basis. Your personal information will not be disclosed to any overseas recipients unless this is required by law.