



Dear Team,

Overnight, Chemist Warehouse have advised that they are varying their Corporate Flu Program as a result of the unprecedented COVID-19 health situation.

If you have yet to book a flu vaccination and would like to, you must complete the booking process by **5pm, Wednesday 25 March**. There will be no extensions to the booking process beyond this date.

For those who have already booked a flu vaccination through this program, you do not have to do anything other than attend your confirmed appointment to receive your flu vaccination.

Employees who are over 65 years old will require a special flu vaccination, which can be accessed via your local medical centre. We have been advised that these will be available from mid-April.

As the cooler months approach, we know it is important to get a flu vaccination so want to offer an alternative in light of these circumstances.

You may also book your flu vaccination at another provider and seek reimbursement for the flu vaccination. Additional costs for medical consultations will not be reimbursed. To do this:

1. Book and attend your flu vaccination appointment
2. Retain a receipt for the flu vaccination
3. Complete an Expense Claim Form and submit this along with your original receipt, and appropriate manager and Delegated Financial Authority approval to our Accounts Payable team at MetroAccounts.Payable@metrotrains.com.au. (Please keep a copy for your records as well.)

Chemist Warehouse have taken this action at the advice of the Chief Medical Officer who has asked for measures to ensure equitable access to flu vaccination services for all Australians, which means they cannot hold stock aside for Corporate vouchers that may not be used. These are challenging times and Chemist Warehouse, like Metro, is doing what they can to support the community.

Remember that our Employee Assistance Program (EAP) is a free and confidential service available to Metro employees and their immediate families. This service can support you in a variety of ways including mental health first aid along with financial advice. To access the EAP service, simply call 1800 808 374.

Regards,

Michele Mauger

Executive Director People

