

Epidemic/ Pandemic People Policy

Metro is committed to supporting the health and wellbeing of our people and the community during an epidemic or pandemic.

Application:

Metro recognises that in a formally declared epidemic or pandemic that our customs and practice will need to adapt to prevent substantial impacts on our employees, community and delivery.

Metro is committed to:

- Supporting the health and wellbeing of our people and the community
- Minimising the risk of transmission of the infectious disease
- Ensuring that essential services continue to be provided during an epidemic and/or pandemic
- Guiding employees to make decisions which support better health outcomes for themselves, Metro and the broader community

During such a time, Metro will:

- make adjustments to how we conduct business for better health and business continuity outcomes
- align to advice and guidance issued by Victoria's Chief Health Officer, and the Victorian and Commonwealth Governments
- remain consistent with our values and legal obligations
- ensure non-essential face to face group gatherings are postponed, cancelled or undertaken in an alternate format according to social distancing techniques
- explore work from home options and implement where reasonable, practical and appropriate
- discourage travel to or through countries or regions listed on authorised websites as places to avoid
- provide paid special leave to support our employees through, some of the unique situations an epidemic or pandemic presents



Raymond O'Flaherty
Chief Executive Officer

We encourage employees to:

- remain aware of the advice and guidance issued by Victoria's Chief Health Officer, and the Victorian and Commonwealth Governments
- practice good hygiene
- apply social distancing techniques respectfully
- avoid business and personal travel
- remain at home when ill
- notify Metro should they hold a reasonable belief that they have been exposed to or contracted the infectious disease

Early intervention special leave:

- may be accessed when an employee can't work from home and has been directed by Metro to self-isolate
- is intended to allow employees time to gain medical advice and/or testing as appropriate
- is up to 5 working days of paid leave at ordinary time, pro-rataed

Epidemic/Pandemic special leave:

- is applicable when an employee can't work from home and finds themselves in one of the below scenarios:
 - have a confirmed case of the infectious disease; or
 - are required to care for an immediate family or household member who has the infectious disease, is required to self-isolate or as a result of school, or care centre closures
- is up to 10 working days of paid leave at ordinary time, pro-rataed
- may be accessed upon the exhaustion of personal leave and then annual leave entitlements over and above 20 days

Special leave is not available:

- where an employee chose to travel to or through countries or regions listed on authorised websites as places to avoid, or elects to self-isolate without the direction of Metro