



## **Encore - Canadian COVID-19 Vaccination Policy**

In response to the COVID-19 pandemic, Encore (the "Company"), its clients and venue partners have taken significant steps to protect employees and maintain a safe and healthy workplace. As conditions and circumstances warrant, we will continue to take all necessary measures to protect you, your coworkers, and your families to the best of our abilities while meeting client and venue partner needs.

The purpose of this policy is to protect employees and the public from COVID-19, and inform you of how Encore may collect your personal information regarding COVID-19 vaccination status for the sole purpose of helping clients and venue partners determine whether you can perform work at their locations or venue(s), depending on their vaccination policies. Please read this policy carefully.

### **COVID-19 Vaccine Recommended for All Employees**

Now that COVID-19 vaccines have been approved by Health Canada and are readily available to the general public, Encore strongly recommends that all employees receive the vaccine to protect themselves and the public against COVID-19. This includes any non-client or venue partner-facing employees working in an office location within a client or venue partner's venue. You should get the vaccine outside of work hours, but you may get the vaccine during your regularly scheduled work hours if feasible and in accordance with local law. This is a key part of our overall strategy and commitment to maintaining a safe and healthy workplace in light of the COVID-19 pandemic.

For a list of approved COVID-19 vaccines in Canada, and more information about COVID-19 vaccines and the vaccine approval process, please see here: <https://www.canada.ca/en/health-canada/services/drugs-health-products/covid19-industry/drugs-vaccines-treatments/vaccines.html>.

Encore also reserves the right to relocate any employees at client/venue partner sites who are not vaccinated, in accordance with applicable law.

### **Clients and Venue Partners with a Mandatory Vaccination Requirement**

If a client or venue partner requires you to be fully-vaccinated to work at their venue, the client or venue partner may ask that you complete a voluntary consent form for the purpose of helping the client or venue partner determine whether you can attend on site further to its policies and procedures. If it is determined by the client or venue partner that you cannot work at the venue, Encore will decide whether you can be transferred to another assignment, in accordance with the Collective Agreement and applicable law.

Employees must abide by any client or venue partner COVID-19 policies and procedures while onsite at their venue or location. These policies and procedures may also apply to non-client or non-venue partner-facing employees working at a presentation stage, client or venue partner's venue or location and, if so, non-client or non-venue partner-facing employees must abide by them as well. The client or venue partner may collect and store information about your vaccination status in accordance with their policies and procedures.

## **Clients and Venue Partners with a Preference for Vaccinated Workers**

Employees must abide by any client or venue partner's COVID-19 policies and procedures when onsite at their venue. These policies and procedures may also apply to non-client or non-venue partner-facing employees working at a client or venue partner's venue and, if so, non-client or non-venue partner-facing employees must abide by them as well. The client or venue partner may collect and store information about your vaccination status in accordance with their policies and procedures.

## **Clients or Venue Partners without a Preference or Requirement for Vaccinated Workers**

If a client or venue partner does not mandate or prefer vaccinated workers, Encore will not seek your vaccination status.

## **Proof of Vaccination**

Upon request, if you agree to voluntarily provide documentation of your COVID-19 vaccination status, please send a copy of your vaccine card or other similar official document confirming vaccination status.

Please do not submit any additional medical or family history information, including a reason for deciding to be vaccinated or not to be vaccinated.

Any of your information that may be received by the Company will be kept only for the purpose of helping clients or venue partners determine access to a client's or venue partner's venue. It will only be accessible by Human Resources and the Company's Legal Department. In any case, Encore will destroy the information in accordance with applicable law.

## **Policy Administration and Questions**

Human Resources is responsible for administering and enforcing this policy. If you have any questions about this policy or about health and safety issues that are not addressed in this policy, please contact [Human Resources at [hr-ca@encoreglobal.com](mailto:hr-ca@encoreglobal.com)].

## **Policy Modification**

Government and public health guidelines and restrictions and business and industry best practices regarding COVID-19 and COVID-19 vaccines are changing rapidly as new information becomes available and further research is conducted. If any applicable provincial law imposes stricter requirements than what is contained in this policy, then the applicable provincial law will apply.

Encore reserves the right to modify this policy at any time in its sole discretion to adapt to changing circumstances and business needs, consistent with its commitment to maintaining a safe and healthy workplace.

## **Accommodation and Non-Retaliation**

Encore prohibits discrimination, including any discrimination based on legally-protected human rights grounds contrary to provincial human rights law. If you believe that you require accommodation at any time during the above-noted processes, please contact [Human Resources at [hr-ca@encoreglobal.com](mailto:hr-ca@encoreglobal.com)].

Encore prohibits any form of discipline, reprisal, intimidation, or retaliation for any health and safety concern. Employees have the right to report work-related injuries and illnesses, and Encore will not discharge or discriminate or otherwise retaliate against employees for reporting work-related injuries or illnesses or good faith health and safety concerns. Encore will not reprise against you in any way for indicating that you are unvaccinated, or for refusing to indicate your vaccination status. However, this policy and, more particularly, the policies of our clients or venue partners might result in you not being able to work at a venue or at all in certain circumstances if you are not fully vaccinated.