



CUBIC REGIONAL POLICY (United States) <u>VACCINATION (COVID-19)</u>	<u>No.</u> CRP-EHS-01	<u>Page</u> Page 1 of 2	<u>Scope</u> All U.S. Cubic Entities
	<u>Effective Date</u> 10/01/2021	<u>Approved (CEO)</u> Bradley H. Feldmann	<u>Approved (RDH)</u> VP Chief Security Officer

I. PURPOSE

Consistent with its duty to provide and maintain a workplace that is free of recognized hazards, and the President of the United States [Executive Order 14042, Ensuring Adequate COVID Safety Protocols for Federal Contractors](#), and the [Safer Federal Workforce Task Force COVID-19 Workplace Safety: Guidance for Federal Contractors and Subcontractors](#) establishing that all federal contractors mandate COVID-19 vaccinations for their workforce, Cubic has adopted this policy to safeguard the health and well-being of its employees and their families, customers and visitors from the risks associated with COVID-19. This policy is intended to comply with all U.S. state and local laws. It is based upon guidance provided by the Occupational Safety and Health Administration (OSHA), the Equal Employment Opportunity Commission (EEOC), the Centers for Disease Control and Prevention (CDC) and other government authorities, as applicable.

II. SCOPE

This policy applies to all Cubic employees and contingent workers in the U.S. This policy does not apply to customers and visitors, who are subject to comply with other COVID-19 mitigation requirements, including providing either proof of vaccination OR proof of negative COVID-19 test taken within 72hrs, temperature screening, health questionnaires, mask wearing or social distancing, among other measures.

III. POLICY

By Jan. 4, 2022, individuals subject to this policy must either (a) establish that they have been fully vaccinated; or (b) obtain an approved accommodation as a result of a recognized exemption. The process for seeking an accommodation is explained below. Employees subject to this policy who do not fulfill one of these two requirements will be subject to termination.

Beginning Jan. 4, 2022, persons who apply for positions subject to this policy in the U.S. must also establish their being fully vaccinated or obtain an approved accommodation as a result of a recognized exemption prior to being hired by and beginning work with Cubic.

For purposes of this policy, an employee is considered fully vaccinated two weeks after receiving the second dose of a two-dose vaccine or one dose of a single-dose vaccination. To establish that they are fully vaccinated, employees must upload details of their vaccination status including dates of vaccination and a copy of their CDC vaccination card to Cubic's Workday HR System for verification. Once verified by HR, the uploaded document will be deleted. Cubic will treat all such information as confidential and only those with a need-to-know to support administration of this policy will have access to these records and data.

To facilitate employees' ability to receive the vaccination, Cubic will consider timely requests for appropriate schedule changes. In accordance with its time-keeping policies, Cubic will also pay non-exempt employees for time spent receiving the vaccination. Additionally, Cubic will reimburse employees for the cost, if any, of receiving the vaccination, contingent upon receipt of appropriate supporting documentation.



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A. Requests for Exemptions as Accommodations

To assist any employee who has a qualifying medical condition that contraindicates the vaccination, or who objects to being vaccinated on the basis of sincerely held religious or moral beliefs and practices, Cubic will engage in an interactive dialogue process to determine if a reasonable accommodation can be provided. Accommodation requests that create an undue hardship for Cubic or pose a direct threat to the health or safety of others in the workplace will not be considered. To claim an exemption and request an accommodation for one of the above reasons, please submit the applicable [medical](#) or [religious or moral beliefs and practices](#) accommodation application to the following email covidquestions@cubic.com.

Accommodation mitigations may include daily temperature checks and symptom attestation, weekly testing, consistent use of face coverings, meeting restrictions and social distancing, among other measures. These mitigations are not applicable to employees while working from home, however, are applicable when accessing Cubic facilities or customer locations. Please reference the current applicable Accommodation Guidelines. If you believe that you have been treated in a manner not in accordance with this policy, please notify your supervisor or HR Business Partner.

B. Initial Timing

In practical terms, employees subject to this policy must obtain the first dose of a two-dose vaccination no later than Nov. 22, 2021 to allow for 30 days prior to a second dose on/about Dec. 21, 2021 and an additional two-week period to be considered “fully vaccinated” in compliance with this policy. Employees obtaining a single-dose vaccine must receive that vaccine no later than Dec. 21, 2021.

Employees seeking an exemption to this policy based on medical grounds or sincerely held religious or moral beliefs and practice, must make a formal application by submitting the applicable [medical](#) or [religious or moral beliefs and practices](#) accommodation application to the following email covidquestions@cubic.com or if you are unable to do so, contact your HR business Partner no earlier than Oct. 1, 2021 and no later than Dec. 6, 2021 in order for the application to be given timely consideration.

IV. Documents and Resources:

Must be authenticated via Okta or on VPN to access

- [COVID-19 Vaccination Policy FAQs](#)
- [COVID-19 Vaccination Medical Accommodation Procedure and Application](#)
- [COVID-19 Vaccination Religious or Moral Beliefs and Practices Accommodation Procedure and Application](#)
- Accommodation Guidelines