




PC-POL-0026 – Pandemic Leave Policy

People, Culture & Communication

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Approvals

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APPROVED BY:	David Stevens GM People, Culture & Communication	21 Jan 2022	 SIGNATURE

Version History

VERSION	APPROVED BY	DATE
1.0	GM People, Culture & Communication	20-MAR-20
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6.0	GM People, Culture & Communication	21-JAN-22

Version Change Table

VERSION	PAGE	PARAGRAPH	DESCRIPTION OF CHANGE
2.0	4	Purpose	Update to purpose
	4	Aims	Addition of section
	5	Accountabilities	Updates to Leaders, GM People, Culture and Communication and SLT Accountabilities
	5	5.1	Addition of COVID-19 Declaration
	6	5.1.2	Addition of Government alert level system
	7 - 9	5.3	Numerous changes
3.0			Reviewed – no changes
4.0	4-5	Accountabilities	Updates to Leaders, GM People, Culture and Communication accountabilities
	7	5.3.1	Deletion of Wage Subsidy information and replaced with COVID-19 Leave Support Scheme information. Change to 'Standard Fortnightly Pay' payment approach to Relevant Daily Pay (RDP) rate.
	8	5.3.3	Deletion of Wage subsidy information and updates made

VERSION	PAGE	PARAGRAPH	DESCRIPTION OF CHANGE
	11	Appendix	Updates to ProMapp process
5.0	5	Purpose	Addition of provision of supporting evidence
	5	4. Accountabilities	Leaders – addition of working independently or flexibly and for the employee to take leave.
	6		COVID-19 Manager – addition of maintaining a register of people who are vulnerable and high risk.
	7	5.1.1	Addition of medical grounds as a reason to self-isolate
	7	5.1.2 (1)	<p>Deletion of bullet point about returning to NZ after 15 March 2020 from overseas travel.</p> <p>Addition of requirement to provide supporting medical evidence if request to self-isolate because of individual circumstances.</p> <p>Clarification about an employee being able to return to work prior to 14 days, if they return a negative Covid-19 test, after providing evidence and discussion with their leader.</p> <p>Addition of Critical and Essential Works, as defined in OP-POL-0006.</p>
	8	5.3.1	<p>Update to Covid-19 Leave Support Scheme bullet points to align with scheme criteria.</p> <p>Change to Covid-19 Leave Support Scheme payment from four weeks to a two week payment to align with changes to the scheme.</p> <p>Change to Covid-19 Leave Support Scheme payment values.</p>
	10	5.3.2 and 5.3.4	<p>Clarifying 5.3.2 and 5.3.4 does not apply if 5.3.1 already applies.</p> <p>Update to payment conditions.</p>
	10	5.3.6	Change to self-isolation criteria from prefer to needs
	11	5.5	Sick leave will be at PowerNet's sole discretion, where an employees contracts COVID-19 while travelling internationally.
	12	Appendix 1: ProMapp process for Management of Self Isolation	Updates to point 2.2
6.0		Throughout	Removed references to Government COVID-19 Alert Levels and updated to COVID-19 Protection Framework (Traffic Lights)

VERSION	PAGE	PARAGRAPH	DESCRIPTION OF CHANGE
	6	Employee Accountabilities table	Added COVID-19 Vaccination Policy and COVID-19 Protection Framework.
	6	Leaders Accountabilities table	Updated third bullet point example from (e.g. different hours where meaningful work is available) to (e.g. different hours where the full requirements of the role can be fulfilled)
	10	Leave Support Scheme	Updated Leave Support Scheme to reflect changes to the Government criteria for eligibility and payment.
	15-16	ProMapp	Update to ProMapps to reflect changes to Leave section

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1. Purpose

The purpose of this policy is to:

- To provide appropriate support to employees who are required to or request to stay away from work during a recognised Pandemic when unwell, potentially contagious, or susceptible to illness where supporting evidence to substantiate this is provided.
- To manage situations when an employee may run out of work during an extended red COVID-19 Protection Framework (Traffic Lights) traffic light setting.

2. Aims

The aims of this policy are to:

- Prevent or reduce the risk of potential spread of illness;
- Reduce potential unintended incentives for staff that feel unwell to come to work during a recognised pandemic period;
- Comply with PowerNet's health and safety obligations to all workers and visitors;
- Meet the intent of the Government COVID-19 Protection Framework (Traffic Lights);
- Ensure that PowerNet maintains delivery of critical functions as a provider of an essential service for the community; and
- Balance the financial impacts of leave in specific circumstances, both to PowerNet and the employee.

3. Scope

This policy applies to all PowerNet employees and contractors working in PowerNet's offices/depots for the duration the Coronavirus (COVID-19) Pandemic or until otherwise notified.

PowerNet reserves the right to review and amend this policy at any time. Any updates will be notified to all employees and contractors.

4. Accountabilities

Employees	<ul style="list-style-type: none">• Taking all reasonably practical steps to adhere to the requirements of this policy, COVID-19 Vaccination Policy and COVID-19 Protection Framework.• Comply with the requirements of PowerNet's COVID-19 Declaration (PC-POL-0027).
Leaders	<ul style="list-style-type: none">• Monitoring staff health and wellbeing.• Take all reasonably practical steps to ensure themselves and their teams are adhering to the requirements of this policy.• Considering and acting on requests to work from home, work independently or flexibly (e.g. different hours where the full requirements of the role can be fulfilled), and for an employee to take leave where appropriate.• Approving leave entries of "C-19 COVID-19 Leave", or "Special

	<ul style="list-style-type: none"> paid leave” and advising the Payroll and HR Systems Coordinator Distribution of employee communications related to this policy.
COVID-19 Manager	<ul style="list-style-type: none"> Maintaining a register of people in self-isolation, working from home or who are vulnerable and high risk. Providing timely advice to leaders and SLT as required.
GM People, Culture & Communication	<ul style="list-style-type: none"> Providing timely advice to leaders and SLT as required. Approving amendments of this policy. Considering requests for annual leave advances in consultation with SLT members. Consider requests for Special Paid leave in conjunction with SLT Leaders.
SLT	<ul style="list-style-type: none"> Monitoring staff health and wellbeing and adherence to this policy. Considering requests for annual leave advances in consultation with the GM People, Culture and Communication. Approving requests for discretionary leave. Ensuring PowerNet complies with its health and safety obligations.
CEO	<ul style="list-style-type: none"> Approval and distribution of employee communications related to this policy.

5. Procedure

5.1 Self-Isolation

Self-isolation is the Ministry of Health requirement to prevent or contain a pandemic outbreak by self-isolating yourself at home. Self-isolation periods differ depending if you have tested positive to COVID-19 or if you are close contact of someone who has tested positive.

For positive cases of COVID-19 the self-isolation period is at least:

- 14 days (if unvaccinated); or
- 10 days (if vaccinated).
- In both cases you should have had at least 72 hours symptom free.

For close contacts of COVID-19 the self-isolation period is at least:

- 10 days (if unvaccinated), and you will need to be tested immediately, and on days 5 and 8.
- 7 days (if vaccinated), and you will need to be tested immediately and on day five.

The self-isolation period is from the date of last contact with a person or persons known or suspected of carrying the COVID-19 virus.

5.1.1 Self-Isolation procedures

- Discuss directly with your leader in the first instance if you have medical grounds to self-isolate, have been directed to isolate by health authorities or are required to self-isolate in accordance with Ministry of Health requirements.

- Your leader will alert the COVID-19 Manager in order to coordinate and maintain a staff register of people in isolation.
- If you have been in self-isolation, you will be required to provide a medical clearance to your leader confirming you are clear to return to work.

5.1.2 Situations when self-isolation will apply

There are two types of self-isolation (1) Precautionary and (2) Confirmed. These are detailed below and their leave implications are explained further in 5.3.

(1) Precautionary –

- When PowerNet requests that you self-isolate as part of the pandemic contingency plans as you are in a critical role or because you may have had exposure to someone who is confirmed with COVID-19 but are not yet experiencing any symptoms.
- Employees may also be required to self-isolate in any of the following situations:
 - They are or have been in contact with someone who has recently tested positive to COVID-19 or someone who is showing symptoms of COVID-19.
 - They are showing symptoms of COVID-19.
 - They request to self-isolate because of their individual circumstances which is supported by medical evidence.

To prevent the spread of illness, where one of the above situations applies to a team member and they do not wish to self-isolate, PowerNet reserves the right to formally require the team member to remain away from work for **up to** 14 days or more. Where an employee returns the required negative Covid-19 test(s) prior to the 14th day and remains symptom free for 72 hours, they can provide evidence of this and arrange their return to work with their leader.

PowerNet also reserves the right to formally require any staff to remain away from the work premise or work site. In such circumstances, essential functions such as system control and operations Critical and Essential Works, as defined in [OP-POL-0006 – COVID-19 – Critical and Essential Works Policy](#), would be preserved. For employees directed to remain away from the work premise or work site, an approved 'Work from home' plan should be agreed between the leader and team member. If working from home is not possible, leave provisions in accordance with 5.3.1 below would most likely apply.

To assist with monitoring of potential employee and contractor exposure to COVID-19 and management of risk, all employees and contractors will be required to notify PowerNet if they have recently or are intending to travel to a region with a higher traffic light setting or have shared a house with family members who have or are intending to do the same. This will apply until further notice.

(2) Confirmed –

- When you have undertaken an approved test confirming you have the COVID-19 virus or you have been in direct contact with someone who has tested positive with the COVID-19 virus and the Ministry of Health have advised you to self-isolate.

To prevent the spread of illness, where the above situation applies to a team member and they do not wish to self-isolate, PowerNet reserves the right to formally require the team member to remain away from work until a medical clearance is provided to the leader confirming the person is safe to return to work.

An approved 'Work from home' plan should be agreed between the leader and team member. If working from home is not possible, leave provisions in accordance with 5.3.2 below would apply.

5.2 Symptoms of COVID-19

Symptoms of COVID-19 can include one or more of the following:

- A high temperature (at least 38°C), a new or worsening cough, sore throat, shortness of breath, sneezing and a running nose, temporary loss of smell or altered sense of taste.

Less common symptoms may include:

- Diarrhoea, headache, muscle pain or body aches, nausea, vomiting, confusion or irritability.

These symptoms do not necessarily mean you have COVID-19. The symptoms are like other illnesses that are much more common, such as colds and flu.

- Shortness of breath is a sign of possible pneumonia and requires immediate medical attention.

If you have any of these symptoms, seek medical advice by phoning Healthline's dedicated COVID-19 number 0800 358 5453, and if necessary, phoning your GP or medical centre.

Note:

- Employees should adhere to the steps outlined in the [COVID-19 Declaration \(PC-POL-0027\)](#).
- Employees and contractors must not under any circumstances present to work if they have the above symptoms. If in doubt, call your leader.
- To protect the health of front-line healthcare professionals and the general public do not visit a medical centre or hospital without first phoning in advance.

All PowerNet employees and contractors must not put themselves or others at risk if they are unwell or have developed symptoms associated with or similar to COVID-19.

5.2 Employee unable to come to Work for other reasons

PowerNet recognises there may be exceptional situations when employees are unable to come to work for other reasons outside their control, for example the regional closure of childcare or school facilities. Following New Zealand adopting the COVID-19 Protection Framework, and PowerNet introducing a COVID-19 Vaccination Policy in December 2021, these situations are expected to be exceptions and short-term.

Under these circumstances, the employee and their leader will be expected to make every effort to investigate temporary arrangements such as whether the employee can work from home or if alternate work hours on a temporary basis to fulfil their role requirements could be accommodated.

If this is not feasible, leave will apply as outlined in Section 5.3 below.

An employee being unvaccinated would not meet the criteria for 5.2. Employees in this situation are covered under section 11 of the COVID-19 Vaccination Policy.

5.3 Leave Provisions

5.3.1 COVID-19 Leave Support Scheme

PowerNet can apply for the COVID-19 Leave Support Scheme on behalf of an employee who is unable to work because Ministry of Health guidelines recommend they stay at home, and they can't work from home. Examples include:

- An employee contacts the PowerNet's COVID-19 Manager confirming they have been advised to self-isolate because:
 - They have COVID-19;
 - They are a close contact of a person who has COVID-19; or
 - They are, or have household members who are, in the category of people who are most at risk of severe illness from COVID-19 (as defined in public health guidance).
- An employee contacts the PowerNet's COVID-19 Manager confirming they are the parent or caregiver of a dependant who has been advised to self-isolate.

Advised to self-isolate means based on advice from:

- A medical practitioner (as defined in the [Health Act 1956](#)); or
- The National Investigation and Tracing Centre; or
- A medical officer of health (as defined in the [Health Act 1956](#)) or their delegate; or

OR

- A named employee has advised you that they have been named as a person, or are the parent or caregiver of a dependent who has been named as a person, who must stay at home or in a managed isolation facility under:
 - A COVID-19 order made by the Director-General under s10 or s11 of the [COVID-19 Public Health Response Act](#); or
 - A COVID-19 order made by a Minister under s1 of the [COVID-19 Public Health Response Act 2020](#); or
 - A direction made by a medical officer of health under s70 of the [Health Act 1956](#) (including where the employee has returned a negative test or is not required to get a test).

The grounds Employees are not covered under the Leave Support Scheme are outlined [here](#) > Employees who do not meet the eligibility criteria can request PowerNet pays them annual leave, alternate leave or can opt to take leave without pay.

The COVID-19 Leave Support Scheme is a one week payment, and the employee must have been advised to self-isolate for four consecutive calendar days

If an employee needs to keep self-isolating for at least 11 calendar days or more and can't work from home, PowerNet can apply for a second week payment of the Leave Support Scheme.

- Working less than 20 hours per week, \$359 (before tax) per week.
- Working more than 20 hours per week, \$600 (before tax) per week.

Before making an application on an employee's behalf, PowerNet will:

- Discuss whether other leave types such as sick leave are more appropriate, if not.
- Discuss the Leave Support scheme application with the employee.
- Get the employees consent to the relevant points outlined in the declaration (information about the employee being provided to the Ministry of Social Development with respect to this application); and
- Confirm if PowerNet agrees the employee meets the criteria to qualify for the COVID-19 Leave Support Scheme.

For employees who meet the eligibility criteria for this scheme, PowerNet will:

- Pass on the COVID-19 leave support scheme payment¹.
- 'Top up' the employees pay using PowerNet special paid leave to 80% of the value of the employees relevant daily pay (RDP) rate.
- With employee approval, use employee annual or alternative leave to top up to 100% of their RDP rate².

Employees who meet the Leave Support Schemes eligibility criteria should discuss this with their leader and Human Resources Partner, then input "**C19L_____COVID-19 Leave**" on their timesheet or into PowerNet's leave system.

Refer to step 2.0 of "Management of Self-Isolation" Promapp process in Appendix 1.

- ¹ If the employee's usual wages are less than the subsidy value, they would receive their normal fortnight pay only.
- ² Where the employees leave balance is insufficient to 'top up' to 100% for the period, the SLT member in consultation with the GM People, Culture and Communication may approve annual leave in advance. This will be managed on a case-by-case basis.

5.3.2 COVID-19 Short Term Absence Payment

PowerNet can apply for the COVID-19 Short-Term Absence payment on behalf of an employee who is unable to work from home, and miss work while waiting for a COVID-19 test result.

This is a one-off payment of \$359 for each eligible employee. It can only be applied for each eligible employee once in any 30-day period, (unless a health official or doctor tells the employee to get another test).

Anyone who is unwell should call Healthline on [0800 611 116](tel:0800611116) or talk to their doctor or health provider.

5.3.3 Leave when isolated due to the close contact of a COVID-19 contact and directed to self-isolate by PowerNet (unable to work from home)

If an employee is already receiving leave as outlined in 5.3.1 leave under 5.3.3 would not apply.

If the employee does not meet the criteria for the COVID-19 Leave Support Scheme, and the team member is unable to work from home, then up to 10 days special paid leave may be provided at PowerNet's discretion, at the employees relevant daily pay rate.

Refer to step 2.1 of "Management of Self-Isolation" ProMapp process in Appendix 1.

5.3.4 Leave when an employee is sick, or a family member is sick (non-COVID related)

Normal sick leave entitlements will apply when team members or their dependents are sick.

Refer to step 2.2 of “Management of Self-Isolation” ProMapp process in Appendix 1.

5.3.5 Leave when an employee or their dependent tests positive with COVID-19 and is sick

If an employee is already receiving leave as outlined in 5.3.1 leave under 5.3.5 would not apply.

If the employee does not meet the criteria for the COVID-19 Leave Support Scheme, and the team member is unable to work from home, normal sick leave entitlements will apply when team members or their dependents are sick.

Refer to step 2.3 of “Management of Self-Isolation” ProMapp process in Appendix 1.

5.3.6 Leave when an employee cannot attend work due to closure of schools or childcare or they would prefer to self-isolate for personal reasons

In situations where team members cannot come to work due to closure of schools or childcare facilities, working from home will be the first preference followed by other work arrangements such as alternate working hours.

If that is not feasible, leave will be approved by the leader and may include annual leave or leave without pay.

Refer to step 2.4 of “Management of Self-Isolation” ProMapp process in Appendix 1.

5.3.7 Leave when an employee needs to self-isolate for medical reasons

In situations where an employee needs to self-isolate due to personal health reasons, they should provide medical evidence supporting this request to their leader.

Exploring work the employee is able to complete in isolation would be the first preference, and/or working from home. If neither are possible, leave as outlined in 5.3.1 above might apply.

5.3.8 Leave when an employee would prefer to self-isolate by choice / for personal reasons

In situations where team members would prefer to self-isolate for personal reasons, which are supported by the relevant SLT member, working from home on a temporary short-term basis would be the first preference. If that is not feasible, leave will be approved by the leader and may include annual leave or leave without pay.

Refer to step 2.5 of “Management of Self-Isolation” ProMapp process in Appendix 1.

5.4 Working from Home

If a team member is unwell, then they will be encouraged to rest in order to support their recovery and help them get back to full health as soon as possible.

However, a team member who is in isolation or unable to come to work for other reasons may request to work from home. In such cases the leader will discuss with the team member what tasks or projects can be worked on from home and this will be agreed via a ‘Work from home’ plan. Please note that simply answering emails periodically would not be considered as working from home. The expectation is the employee can fulfil the full requirements of their role.

Employees working from home will be expected to maintain communication with their leader including continuation of regular check-ins via Skype, Zoom or teleconference and day-to-day communications as required.

5.5 International Travel

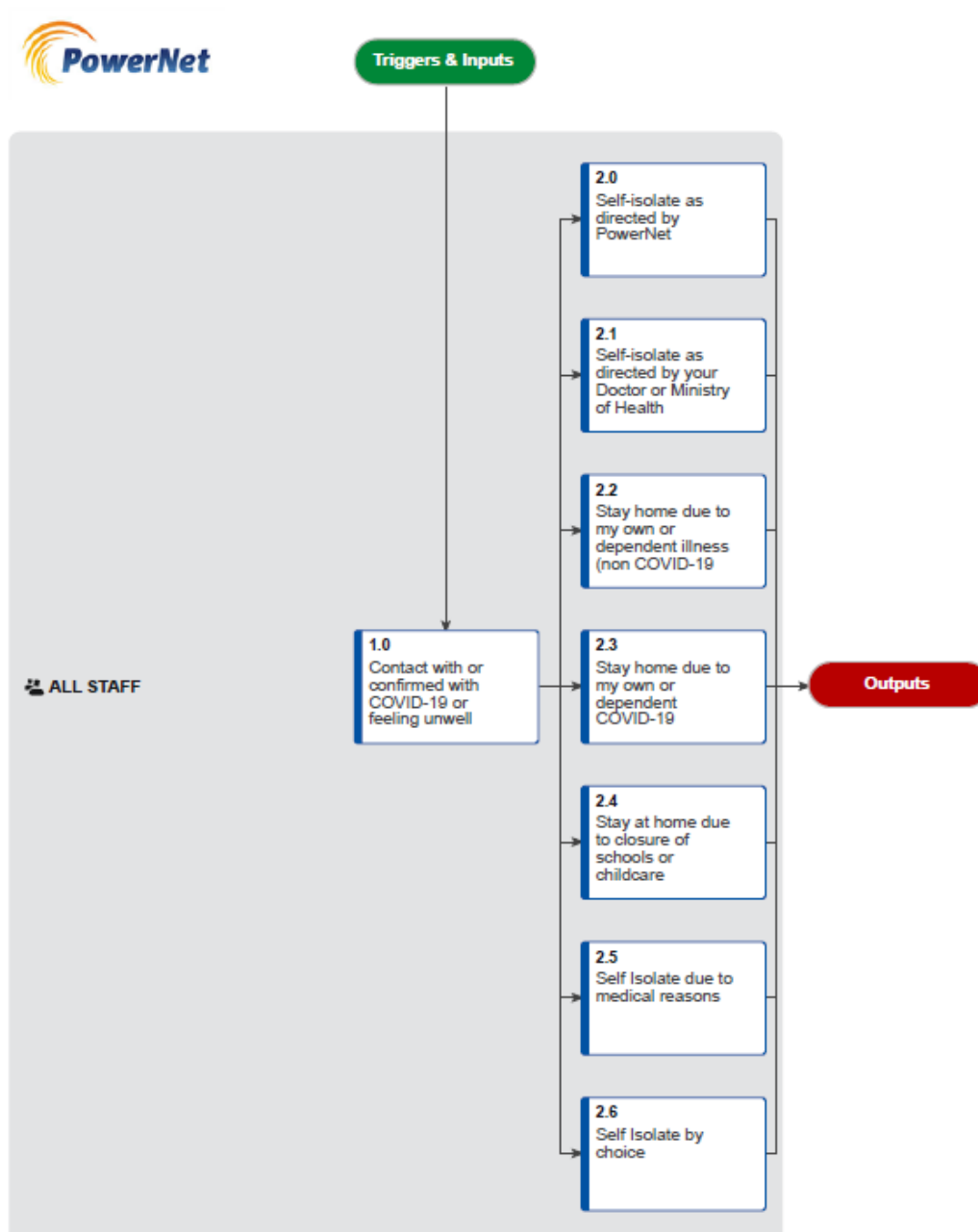
PowerNet expects all staff to check the Ministry of Health website in relation to travel advice and before going on overseas travel.

- PowerNet will assume no liability for discretionary leave support in situations when a team member is aware of the risk of travelling overseas (as determined by PowerNet or the Ministry of Health) and still decides to travel.
- Staff intending to travel overseas for personal reasons must complete a '[Request to work from home](#)' form in advance of their departure with their leader. Travel is at the team members' risk. If they or a direct family members contracts COVID-19 while travelling then at PowerNet's sole discretion, sick leave may apply. If sick leave is exhausted, leave options such as annual leave or unpaid leave can be requested.

Appendices

Appendix 1: ProMapp process for Management of Self-Isolation

Management of Self-Isolation v11.0



Management of Self-Isolation v11.0



Summary

Objective

To assist with the management of team members who are required or choose to self-isolate during a pandemic

Owner Faye McLeod

Expert David Stevens

Procedure

1.0 Contact with or confirmed with COVID-19 or feeling unwell

ALL STAFF

a Contact your Leader in the first instance, or COVID-19 Manager - Faye McLeod 027 809 3484

b Call Healthline 0800 358 5453 or your Doctor and seek their advice

NOTE **What do I do if you or your family begin to feel unwell?**

Contact your Leader in the first instance, or the COVID-19 Manager to tell them you are feeling unwell. Call Healthline 0800 358 5453 or your GP/Doctor and seek their advice

c Report back to your Leader in the first instance, or the COVID-19 Manager

2.0 Self-isolate as directed by PowerNet

ALL STAFF

PC-POL-0026 - Pandemic Leave Policy
<https://dms.powernet.co.nz/work/link/d/Fysh!5000121>

NOTE **Who will advise me if I can work from home?**
Your Leader will advise you and work with you to develop a work plan

NOTE **If I can work from home, how do I get paid?**
You will be paid as normal

NOTE **What if my Leader advises I can't work from home?**
If you are unable to work from home, then your leader will discuss the options with you dependent on the situation and timeframe you may have to isolate for. Your options could be Sick, Annual or Special Leave of up to 10 days.

a Maintain regular contact with your Leader

2.1 Self-isolate as directed by your Doctor or Ministry of Health

ALL STAFF

NOTE **What does this mean?**
When either yourself or dependent is diagnosed with COVID-19

a Contact and update your Leader in the first instance, or the COVID-19 Manager - Faye McLeod 027 809 3484

b Follow medical advice, self-isolate for 10 days as per Ministry of Health requirements (self isolation period is 14 days if unvaccinated)

Ministry of Health - Self Isolation
<https://www.health.govt.nz/our-work/diseases-and-co>

NOTE **Am I allowed to work from home?**

Your Leader will advise you. Complete "Request to Work from Home" application form with your Leader to determine if this is possible.

PC-FRM-0019 – Request to Work Home Form
<https://dms.powernet.co.nz/work/link/d/Fysh!5000120>

NOTE **If I work from home, how do I get paid?**

You will be paid as normal

c Confirm as needing to self-isolate with Healthline - Call 0800 358 5453 so that PowerNet can apply for the Government COVID-19 leave support scheme payment on your behalf

NOTE **What if I'm unable to work from home?**

you will be paid a combination of the government leave support scheme, and PowerNet special leave to 80% of your relevant daily pay. you can elect to use your annual or alternate leave to top up to 100% of your relevant daily pay.

NOTE **What code do I use on my timesheet or on-line leave entry?**

Your leader will input "C19L_____Covid-19 Leave" with a comment "Self-isolation" into PowerNet's leave system or timesheet on your behalf.

This leave is distinct from sick leave and does not affect sick leave or other leave balances.

d Obtain Medical Certificate and discuss with your Leader if you are able to return to work

e Maintain regular contact with your Leader

2.2 Stay home due to my own or dependent illness (non COVID-19 related)

ALL STAFF

NOTE **What does this mean?**

Non COVID-19 related sickness for either yourself or your dependent. e.g. cold, flu etc

NOTE **How do I get paid?**

Normal Sick Leave entitlement applies.

PC-POL-0009 - Leave Management Policy
<https://dms.powernet.co.nz/work/link/d/Fysh!5000018>

a Maintain regular contact with your Leader

b If you are on sick leave, obtain Medical Certificate prior to returning to work

2.3 Stay home due to my own or dependent COVID-19 diagnosis

ALL STAFF

NOTE **How do I get paid?**

Normal sick leave entitlements will apply

a Maintain regular contact with your leader

b Obtain a medical certificate prior to returning to work

2.4 Stay at home due to closure of schools or child-care

ALL STAFF

a Work from home if possible

b Talk with your leader if you need to arrange other work arrangements or work alternate hours

NOTE How will I get paid
 You will be paid as normal

NOTE What if I can't work from home?
 Leave will be approved by your leader and may include annual leave or leave without pay.

Process Dependencies

PROCESS LINKS FROM THIS PROCESS

None Noted

PROCESS LINKS TO THIS PROCESS

None Noted

2.5 Self Isolate due to medical reasons

ALL STAFF

a Talk to your leader

b Contact your doctor to get a letter or medical certificate and send to your leader

NOTE Am I able to continue working?
 Talk to your leader about the option of you working in isolation or work from home.
 If this isn't possible, refer to step 2.2 of this pro-mapp

RACI

RESPONSIBLE

Roles that perform process activities

ALL STAFF

Systems that perform process activities

None Noted

ACCOUNTABLE

For ensuring that process is effective and improving

Process Owner Faye McLeod

Process Expert David Stevens

Approvers Occupational Health Nurse

2.6 Self Isolate by choice

ALL STAFF


NOTE What does this mean?
 I choose to self isolate for personal or health reasons without any direction from Ministry of Health or PowerNet.

a Contact your Leader in the first instance, or COVID-19 Manager - Faye McLeod 027 809 3464

b Complete the "Work from Home" Application Form

NOTE What if my application is approved?
 You will be paid as normal.

NOTE What if my application is declined?
 You will need to use annual leave or leave without pay

 PC-FRM-0019 - Request to Work from Home Form
<https://dms.powernet.co.nz/work/link/d/Fysh!5000120>

c Maintain regular contact with your Leader

CONSULTED

Those whose opinions are sought

STAKEHOLDERS

None Noted

STAKEHOLDERS FROM LINKED PROCESSES

None Noted

INFORMED

Those notified of changes

All of the above. These parties are informed via dashboard notifications.

Triggers & Inputs

TRIGGERS

None Noted

INPUTS

None Noted

Systems

None Noted

OFI

None Noted

Outputs & Targets

OUTPUTS

None Noted

PERFORMANCE TARGETS

None Noted

Process Approval

Date	Approver	Type
Approval bypassed	David Stevens	Process Expert
Approval bypassed	Faye McLeod	Process Owner
Approval bypassed	Karron Pink	Process Group Approver
Approval bypassed	Deanna Turner	Process Group Approver
21-01-2022 (GMT)	Deanna Turner	Promaster