



COAST FUNDS

COVID-19 Vaccination Policy

Coast Funds

PREAMBLE

Coast Conservation Endowment Fund Foundation and Coast Economic Development Society (collectively, “Coast Funds”) is committed to the health and safety of our employees, board of directors, members, and our broader community. Additionally, we are committed to upholding our obligations under the applicable health and safety regulations, which includes taking all reasonable measures to protect our employees, board of directors, members, and the public against COVID-19.

Health Canada and the BC Centre for Disease Control (the “BCCDC”) advise that vaccination is the best and safest way to protect against COVID-19 transmission and reduce the risk of workplace and community spread. Following that advice, Coast Funds has adopted this mandatory COVID-19 Vaccination Policy (the “Policy”) as part of its overall health and safety plan.

I. SCOPE

The Policy applies to all individuals who work for Coast Funds (“Coast Funds Employees”) and all Coast Funds’ board members who choose to attend meetings in person (“the “In-Person Board Members”). The policy also applies to candidates for employment and consultants who wish to be engaged by Coast Funds. Such candidates and consultants will be made aware of this Policy during the recruitment or engagement process and are included in the definition of “Coast Funds Employees” throughout this Policy.

For the purposes of this policy:

“fully vaccinated” means a status that an individual achieves 14 days after they have received the recommended number of doses of a COVID-19 vaccine, or combination of COVID-19 vaccines, approved by Health Canada. Additionally, individuals must maintain the number and type of vaccine doses or required “booster shots” as updated and required by Health Canada, BC’s Public Health Officer or any other applicable health authority; and

“proof of vaccination” includes a government-issued vaccine administration QR Code, vaccination card, passport, or receipt that is recognized as proof of vaccination in a Canadian province.

II. MANDATORY VACCINATION REQUIREMENTS

Effective April 5, 2022, all Coast Funds Employees and Board Members are required to be fully vaccinated against COVID-19 and must provide proof of vaccination prior to accessing Coast Funds’ offices or attending an in-person Coast Funds event, including in-person board meetings. For in-community meetings, Coast Funds Employees and/or Board Members are required to follow COVID-19 vaccination requirements as established by the First Nation government. Prior to travelling to any community, Coast Funds Employees are required to review the First Nation government’s COVID-19 vaccination requirements and ensure their own

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compliance with the First Nation government's requirements before travel is authorized by the CEO. Please do not include any information with your proof of vaccination beyond what is normally available on your vaccine passport or other form of proof. Any information submitted by employees or board members as proof of vaccination will be kept strictly confidential and used solely for the purposes of confirming compliance with this Policy.

Individual requests for accommodation for medical reasons or other grounds that qualify for accommodation under applicable law will be considered on a case-by-case basis. The process for submitting an accommodation request is set out in Section III below.

All Coast Funds Employees and In-Person Board Members must submit proof of vaccination to Lydia Liew at lydia@coastfunds.ca. Like all other Coast Funds Employees' and board member's personal information, vaccination status, proof of vaccination and all other information collected under this Policy (including any accommodation request as discussed below) (the "Vaccination Information") will be handled in accordance with Coast Funds privacy policy and applicable privacy legislation. The Vaccination Information will be securely stored by Coast Funds, accessible to and used only by select personnel for the following purposes:

- a. Confirming a Coast Funds Employee's or In-Person Board Member's eligibility to access a Coast Funds' office, attend an in-person Coast Funds event, including an in-person board meeting, and whether such Coast Funds Employee or In-Person Board Member remains fully vaccinated in light of any future recommendation issued by Health Canada or other applicable public health authority;
- b. Communicating with Coast Funds Employees and board members regarding the COVID-19 vaccine, including following up with Coast Funds Employees and board members regarding updated guidance from Health Canada or other applicable public health authority and implementing other appropriate workplace health and safety measures.
- c. Considering and implementing any workplace accommodations pursuant to this Policy;
- d. Informing Coast Funds' continuing response to the COVID-19 pandemic and/or to any incident where it is confirmed that an individual who was present in the workplace or at a Coast Funds' event tested positive or is presumed positive for COVID-19; and
- e. Conducting workplace health and safety assessment.

If requested Coast Funds may also disclose and attest to clients that the Coast Funds team for that client is fully vaccinated for health and safety, client-relationship, or other business-related purposes. By submitting Vaccination Information as outlined above, each Coast Funds Employee and In-person Board Member consents to the collection, use, and disclosure of such information in accordance with this Policy.

III. ACCOMODATIONS AND EXEMPTIONS:

Coast Funds will provide reasonable accommodation or exemptions, absent undue hardship, to qualified individuals. Coast Funds employees or In-Person Board Members who are unable to receive a vaccination due to medical reasons or other grounds that qualify for accommodation under applicable law are required to request an exemption or accommodation in writing to Eddy Adra at eddy@coastfunds.ca.

When requesting an accommodation, Coast Funds Employees and In-person Board Members are required to provide all relevant information, including: (1) a description of the accommodation requested; and (2) the reason for the requested accommodation. Coast Funds reserves the right to request additional documentation supporting the need for an accommodation or exemption. Coast Funds will keep any medical information obtained in connection with the request confidential.

Coast Funds will engage in an interactive process to determine if a reasonable accommodation can be provided. Coast Funds makes determinations about accommodations on a case-by-case basis and based on an individualized assessment in each situation. However, Coast Funds is not required to make the accommodation requested and may provide an alternative accommodation, to the extent any reasonable accommodation can be made without imposing undue hardship on West Coast or creating a direct threat to the health and safety of others. Coast Funds may reconsider the reasonable accommodations provided and the undue hardship imposed at any time based upon the varying circumstances presented by COVID-19 and its variants of concern. If you have any questions about an accommodation or exemption request, please contact Eddy Adra at eddy@coastfunds.ca.

IV. ENFORCEMENT

a. Non-compliance by Coast Funds Employees

Compliance with the Policy is critical to Coast Funds' efforts to control the risks of COVID-19 in the workplace. Failure by Coast Funds Employees to comply with this policy, including by providing false or misleading information regarding vaccination status or the grounds for an accommodation, may result in discipline up to and including termination of employment.

b. Non-compliance by Coast Funds Board Members

If a Coast Funds board member does not comply with this Policy, such board member cannot attend board meetings in-person. Non-compliant board members are permitted to attend Coast Fund meetings through video conferencing options, such as Zoom. If a non-complaint board members becomes fully vaccinated, they must send proof of vaccination to Lydia Liew at lydia@coastfunds.ca before they can attend in-person meetings.

V. POLICY MODIFICATIONS

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, further research is conducted, and additional vaccines are approved and distributed. Coast Funds 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.

The policy will be reviewed by the board of directors by no later than January 1, 2023.