

# **Jobe Materials, L. P. COVID-19 New Hire Vaccination Policy**

**August 11, 2021**

## **Purpose**

In accordance with Jobe Materials, L. P.'s duty to provide and maintain a workplace that is free of known hazards, we are adopting this policy to safeguard the health of our employees and their families; our customers and visitors; and the community at large from infectious diseases, such as COVID-19 that may be reduced by vaccinations. This policy shall comply with all applicable laws.

## **Scope**

Effective August 11, 2021, all offers of employment to applicants for a position at Jobe Materials, L.P. will be made contingent on presenting written proof of full vaccination for COVID-19, or proof of one vaccine dose and an appointment for the second (Moderna or Pfizer) unless a reasonable accommodation is approved.

Individuals who receive a contingent job offer shall be requested to either: (1) present proof of vaccination in the manner described above, or (2) request a reasonable accommodation, within 2 business days after receiving the offer. A contingent job offer will be withdrawn from any individual who does not comply with this request.

Written proof of vaccination should include the date(s) of vaccination and the type of vaccination received. Any type of vaccination approved for administering in Texas will be accepted. As of August 11, 2021, the types of approved vaccination are Pfizer, Moderna, and Johnson & Johnson.

## **Reasonable Accommodation**

Applicants who receive a contingent job offer and are in need of an exemption from this policy due to a medical reason, or because of a sincerely held religious belief must submit a completed Request for Accommodation form to the Human Resources Department to begin the interactive accommodation process as soon as possible. Accommodations will be granted where they do not cause Jobe Materials, L. P. undue hardship or pose a direct threat to the health and safety of others.

Please direct any questions regarding this policy to the Human Resources Department.