



3rd June 2025

Haruka Millar
94a Chelsea Street
Linwood
Christchurch
8062

Letter of Offer

Dear Haruka

Southern Endoscopy Limited (SEC) is pleased to offer you 1.0 FTE employment as a Reprocessing Technician commencing 7th July 2025, on the terms set out in the enclosed individual employment agreement.

In accordance with the Employment Relations Act, you are entitled to a reasonable opportunity to seek independent advice about these terms of employment, and we encourage you to do so. However, please note that we require a signed agreement before you commence work. If you require additional time in order to facilitate this, please let us know.

Where there is a conflict or an inconsistency between the Agreement and/or policies and procedures of SEC, this Agreement will apply.

This offer of employment is also made subject to a satisfactory New Zealand Police vetting.

Covid-19 Vaccination Condition

This offer of employment is conditional on you being fully vaccinated against Covid-19 or otherwise agreeing to receive:

- the first two doses of a Covid-19 vaccination as soon as reasonably practicable prior to the commencement of your employment with SEC and the third "booster" dose within 6 months of your second dose; or
- the third "booster" dose of the Covid-19 Vaccination as soon as reasonably practical prior to the commencement of your employment if it has been more than six months since you received your second dose.

If you have already been fully vaccinated against Covid-19, or otherwise once you have been fully vaccinated, proof must be provided, by way of your Ministry of Health Covid-19 My Covid Record (or equivalent if you have been vaccinated overseas).

If you fail to comply with the Covid-19 Vaccination Condition or supply vaccination status proof, SEC reserves the right to withdraw this offer of employment or terminate your employment (as may be applicable) with immediate effect and without any notice (or payment in lieu of notice). Before taking such steps, SEC will consider the reason why you have refused to comply with the Covid-19 Vaccination Condition or supply proof of vaccination and whether SEC can reasonably make any accommodations, satisfactory to SEC, to remove or minimise the operational and health and safety issues associated with Covid-19 in carrying out the role you have been offered.

For the purposes of this condition, you will be regarded as fully vaccinated two weeks after receiving the second dose of the Pfizer vaccine (delivered at least 21 days after the first dose) or two weeks after

receiving the third “booster” dose, or upon receiving the required doses of any other vaccine that has been approved by the Ministry of Health for use in New Zealand. Other Covid-19 vaccinations will be assessed for efficacy on a case-by-case basis.

Please find enclosed an employment pack, which includes the following:

- Two copies of your Individual Employment Agreement (one signed copy is to be returned to the Manager before you commence employment, and the other copy is for your personal files);
- Pre-employment laboratory form
- New Employee Administration Form
- Direct Credit & Bank Deduction Authority
- NZ Police Vetting Service Request & Consent form (please include a photo ID with these forms)
- IRD KiwiSaver Deduction Form
- IR330 form
- Post-paid envelope

On your first day, please report to, Tamsin Dunn, at 0700, reception.

If you have any questions or wish to clarify any matter, please contact Tamsin Dunn on 021 614 104.

Yours sincerely

Tamsin Dunn
Clinical Manager
Level 1, 21 Caledonian Road, Southern Endoscopy Centre
Southern Endoscopy Centre