



19 March 2024

Ref: DOIA 2324-1827

Erika Whittome

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Tēnā koe Erika

Thank you for your request of 25 February 2024 to the Ministry of Business, Innovation and Employment (MBIE) requesting, under the Official Information Act 1982 (the Act), the following information:

- 1. Would you please share the minutes, emails and any correspondence and policy documents for the creation of template letters you supplied to organizations in 2021/2022 for an employer to terminate an employee due to their vaccination status?*
- 2. Kindly also share the template letters themselves you shared with organizations or businesses for example, all letters template covering the following topics: "Notice of Termination of Employment", "Mandatory Vaccine Order – Notice of termination of your employment", "Termination letter", "Proposal to Terminate Employment", "Requirement to Stand Down (from Work)", "Invitation to Meeting to discuss vaccination status", "Invitation to attend a meeting regarding the Public Health order that affects your current role/ tasks", "Public health order outcome order - Confirmation of variation of tasks". Please note that your template letters may not have the same names as I have listed above, but I am sure you get my drift on the kinds of letters I am requesting which you supplied businesses, organizations and other crown entities eg to the Ministry of Education etc.*
- 3. Please include any legal discussions and legal advice for the creation and feedback on these letters, especially when the advice refers to specific sections of the Health and Safety at Work Act 2015 and to specific sections of the Employment Relations Act 2000 as the basis for any of the statements in the template letters.*

MBIE does not hold any record of such template letters being developed or circulated from MBIE to organisations or businesses. Therefore, your request is refused under section 18(e) of the Act, as the document alleged to contain information requested does not exist.

If you wish to discuss any aspect of your request or this response, or if you require any further assistance, please contact OIA@mbie.govt.nz.

You have the right to seek an investigation and review by the Ombudsman of this decision. Information about how to make a complaint is available at www.ombudsman.parliament.nz or freephone 0800 802 602.

Nāku noa, nā

Beth Goodwin

Manager, Employment Relations Policy

Workplace Relations and Safety Policy Branch