

ESSEX

PROPERTY TRUST, INC.

VACCINE POLICY HIRING MANAGER FAQs

Q. What is the New Hire Mandate Policy?

A. All individuals hired to work at Essex effective 12/1/2021, must be fully vaccinated against COVID-19. Essex has adopted this policy to safeguard the health and well-being of employees, and their families, our customers, residents, visitors and the community from risks associated with the pandemic.

Q. How will candidates know this new requirement?

A. Essex has updated the Careers Page on our website to reflect this new policy. Additionally, it is required that the candidates acknowledge this new policy on the application they are required to complete.

Q. What if a candidate applied before the requirement was announced/posted on our site?

A. We understand applicants may have applied or were “in process” prior to the announcement. Please speak with your recruiter about your specific candidate.

Q. Can I ask job applicants about their vaccination status?

A. Candidates should **not** be asked if they are vaccinated nor should they be asked their position on vaccines. While asking job applicants if they have been vaccinated is not a disability-related inquiry under the Americans with Disability Act (ADA), it could present challenges that would complicate the interview process and hinder our ability to move forward. Hiring managers should only note the requirement and **not** inquire about vaccination status.

Q. Can I refuse to hire if I learn that the candidate has no intention of complying with the working condition to be fully vaccinated?

A. Yes however, please confirm with HR. If a candidate has no intention of being fully vaccinated, they are not qualified for the position, provided there is no medical or religious accommodation. This must be documented in the interview notes via our iCIMS (applicant tracking system).

Q. Do I need to obtain proof of vaccination before hiring an employee?

A. No, proof of vaccine will be completed during the onboarding process prior to their first day of employment.

Q. What if an associate asks about an accommodation?

A. Essex provides candidates the opportunity to request medical or religious accommodation. The candidate will have the opportunity to request during the onboarding process. Once hired, they will go through the accommodation process.

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Q. Can I inform the candidate that an accommodation will not be provided based on the nature of the position's job duties?

A. No, you cannot make any statements/decisions about exemptions and accommodations. If a final candidate requests a medical or religious exemption; the request will be evaluated by Human Resources.

Q. How do we communicate with temp agencies regarding the requirement? Who is responsible for obtaining the information about vaccination completion for the vendor?

A. Under the new policy, the vendor must provide confirmation of their compliance for contractors working on-site.

Q. Will a compliance statement be added to offer letters and job postings?

A. Yes. The offer letter will state the offer is contingent on adhering to the vaccination requirement.

Q. Can I offer a revised start date if an applicant would like more time to fulfill the vaccine requirement?

A. Yes. Hiring managers have the discretion to choose a hire date that works for all parties. Hiring managers should make sure any delayed hire dates meet their business needs.

Q. Will current associates have a similar vaccine requirement?

A. We continue to evaluate the implementation of the Federal OSHA ETS for our current associates, while balancing operational stability, health and well-being, and associate morale. We expect to announce our decision for current associates in the very near future