

# **Mandatory Workplace Vaccination Group Policy**

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**Revision 1**





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**01 July 2021**

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## Policy Brief

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The company, in consultation with the relevant stakeholders, has resolved to record its position pertaining to COVID-19 vaccinations in this policy. This policy must be read with the Consolidated Direction on Occupational Health and Safety measures in certain workplaces.

## Scope

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We expect all our employees to follow this policy.

## Policy Elements

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The company's position regarding COVID-19 vaccinations.

## Key Contact(s)

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Pam McLeod, HR & Training Manager - Vox

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## Revalidation Date [●]

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### 1 Policy objectives

- The objectives of this policy are:
  - to clarify the company's position in relation to the COVID-19 vaccine(s) and the vaccination of employees;
  - to promote the rights of all employees to a safe working environment, the right to life and the right to human dignity;
  - to fulfil the company's obligations in terms of the Occupational Health and Safety Act, Act 85 of 1993 (OHSA) and other relevant legislation to create a safe working environment; ○ to promote, enhance and encourage the COVID-19 vaccination drives being carried out globally; and
  - to ensure that employees are safe at all times and do not pose an undue risk to fellow employees, particularly vulnerable employees and/or third parties.
- The company has undertaken a risk assessment of the workplace and has identified COVID-19 as a workplace risk.
- The company having regard to the phased roll out of the COVID-19 vaccine and the nature of its business has elected to make it mandatory for all employees to be vaccinated: This was identified based on staff



“working from home” infection statistics and on the risk of transmission through work, risk for severe COVID-19 illness or death due to their age or comorbidities.

- The company has determined that in order to fulfil its obligations in terms of the OHSA, the provisions of this policy are imperative.
- The company understands that Government has adopted a phased roll out approach to administering the COVID-19 vaccine and that employees will only be permitted to receive the COVID-19 vaccine upon being eligible to do so.
- Once an employee identified for vaccination in terms of this policy, is eligible to receive the COVID-19 vaccine, he/she will be required to receive the COVID-19 vaccine and to produce his/her vaccination card/certificate to HR.
- A copy of the vaccination card/certificate will be kept in the employee's file.

## **2 Assistance in receiving the Covid-19 vaccine**

- Each employee has the opportunity, at their request, to consult a health and safety representative or the HR Department.
- The company shall provide its employees with:
  - information as to the nature and benefits of the COVID-19 vaccine; ○ information on any possible side effects or reactions and/or the risks of the possible side effects that may occur following receipt of the COVID-19 vaccine;
  - assistance in registering on the Government's Electronic Vaccine Data System (EVDS) registration portal;
  - any other assistance that the employee may require in order to receive the COVID-19 vaccine.

## **3 Leave to attend at a vaccination site**

- The employee shall be allowed a paid half day special leave in order to receive the COVID-19 vaccine.
- The employee will only be entitled to the paid half day special leave if proof of vaccination is submitted to HR.
- In the event that the employee suffers side effects after having received the COVID-19 vaccine, then he/she shall take sick leave for the duration of the days that he/she is unwell and a doctor's note must be provided. Employees will be granted time off to recover if they are no longer entitled to paid sick leave in terms of the Basic Conditions of Employment Act, Act 75 of 1997 or lodge a claim for compensation in terms of the Compensation for Occupational Injuries and Diseases Act, Act 61 of 1997.

## **4 Exemption**

- Where an employee seeks an exemption from this policy, an employee may apply for such exemption, setting out in detail the nature and reasons for their application for exemption from this policy.
- An employee may apply for exemption on one or more of the following grounds:
  - Constitutional grounds; ○ medical reasons; ○ religious reasons; and/ or ○ cultural reasons.
- The company will, where the refusal to being vaccinated is based on medical and/or Constitutional grounds:



- counsel an employee and allow him/her to confer with a HR representative, or a member of the Health and Safety Committee;
  - refer the employee for further medical evaluation where the objection is on medical grounds, which the employee consents to; and
  - if necessary, take steps to reasonably accommodate an employee who refuses to be vaccinated.
- Employees must provide any and all supporting documents and/or references in support of their application for exemption from this policy.
- The company understands that the information contained in an employee's exemption application may be of a confidential and/or sensitive nature. Accordingly, the company undertakes to ensure that an employee's exemption application is not disclosed to any other employee or third party, save for the employees of the company who are tasked with determining exemption applications.
- The company will provide all employees making any application with its decision by no later than **7** working days after receipt of such application.
- The company has the sole discretion to permit or deny an exemption application. The company will communicate the outcome of exemption applications together with the written reasons for its decision.
- An employee may appeal the outcome of his/her exemption application by no later than **7** working days following receipt of the outcome of their application together with such supporting documents as may be necessary to support their appeal. All appeal applications must be submitted to the compliance officer.
- The company will communicate the outcome of an employee's appeal application within **7** working days of receipt of such application.
- Where the company has granted an employee's application for exemption from this policy, the company shall take measures to reasonably accommodate the employee, including, but not limited to:
  - temporary / permanent alternative placement;
  - additional, effective PPE;
  - continued remote work;
  - the employee wearing an N95 mask for during the course of his/her workday whilst at the workplace; and
  - isolation in the workplace in the form of an office or working outside of ordinary working hours or other reasonable measures.
- Where an employee makes frivolous and unfounded objections to this policy which are aimed at frustrating the objectives of the company in implementing this policy, an employee shall be disciplined in line with the company's disciplinary code and procedure.
- In addition, where an employee disseminates false information in relation to the COVID-19 Vaccine and/or its side effects to other employees without the consent of the company with the intention of discouraging employees from receiving the COVID-19 Vaccine, an Employee shall be disciplined in line with the company's disciplinary code and procedure.

## **5 Disciplinary Action**

The company reserves the right to enforce this policy. Non-compliance with this policy may result in disciplinary action being taken against an employee.

This policy is subject to change and amendments.



## Appendix 2: Document Control Authorisation

OWNER			
Position	Name	Date	Signature
HR & Training Manager	Pam McLeod	[•]	

RESPONSIBLE MANAGER			
Position	Name	Date	Signature
HR & Training Manager	Pam McLeod	[•]	

ENDORSER A JTHORISATION			
Position	Name	Date	Signature

APPROVER AUTHORISATION			
Position	Name	Date	Signature