

## ABC Company

### COVID-19 Vaccination Policy

**Date of Issue:**      **October 1, 2021**

#### **Purpose**

ABC Co. is committed to the health and safety of its employees and to having a safe workplace in compliance with all applicable regulations and public health directives. Vaccination is an essential element in the protection of individuals from the full effects of COVID-19, including ABC Co. employees and customers. This Policy is intended to ensure that all ABC Co. employees are fully vaccinated within the time frames set out below to ensure a safe and productive workplace for all.

#### **Vaccination Requirement for ABC Co. Employees**

**All ABC Co employees are required to be fully vaccinated in order to maintain their employment with the Company.**

“Fully vaccinated” means having received the full series of a COVID-19 vaccine or combination of COVID-19 vaccines approved by the Health Canada (e.g. two doses of a two-dose vaccine series, or one dose of a single-dose vaccine series), and having received the final dose of the COVID-19 vaccine at least 14 days ago.

#### **Timelines and Proof of Vaccination**

Employees must disclose their vaccination status on a confidential basis to the Director of Human Resources by **October 15, 2021**.

Employees will be required to provide proof of full vaccination to the Director of Human Resources by **December 15, 2021**. Proof of full vaccination will typically be in the form of an electronic COVID-19 vaccine receipt available for each dose from the Ontario government.

#### **Accommodation**

Employees who cannot be vaccinated against COVID-19 because of a reason related to a protected ground under the *Human Rights Code* must contact the Director of Human Resources as soon as possible. ABC Co. will address such cases on an individual basis consistent with the requirements of the *Code*, and employees will be expected to cooperate in this process and provide supporting documentation from qualified persons as required by the Company.

### **Consequences of Non-Compliance**

If an employee does not provide their vaccination status by October 15, 2021, they will be subject to disciplinary measures including possible discharge from employment.

Subject to the Accommodation section above, any employee who is not fully vaccinated by December 15, 2021 will be placed on an unpaid leave of absence for a period of 30 days. If the employee remains not fully vaccinated at the end of that 30-day period, their employment with ABC Co. will be terminated.

### **Employee Privacy**

All information provided by employees to the Director of Human Resources under this Policy will be maintained by ABC Co. in strict confidence and in a secure fashion.

If an employee has questions or concerns with any aspect of this COVID-19 vaccination policy, they should contact the Director of Human Resources.