Vaccination Policy

*Last updated December 2021*

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| --- | --- | --- | --- |
| Policy number | [insert number] | Version | [insert number] |
| Drafted by | [insert name] | Approved by Board on | [insert date] |
| Responsible person | [insert name] | Scheduled review date | [insert date] |

Before adopting a mandatory vaccination policy, our legal partner, Maddocks,

advises that your organisation:

* Undertakes a risk assessment
* Consults (under both WHS/OHS law and in accordance with any industrial agreements) prior to the adoption of a policy

### Introduction

Some dangerous epidemic or endemic diseases can be prevented, in whole or in part, by appropriate vaccinations. [Organisation] believes that under such circumstances communities have a duty to at-risk populations.

### Purpose

The purpose of this policy is to outline the strategies and actions that [Name of Organisation] intends to take to prevent the transmission of infectious diseases through the use of vaccination (which may include boosters).

### Definitions

* 1. **For the purpose of this policy, infectious diseases** mean diseases caused by pathogenic microorganisms, such as bacteria, viruses, parasites or fungi; the diseases can be spread, directly or indirectly, from one person to another. This policy is focused on infectious diseases that are declared to be an epidemic or pandemic.
	2. For the purpose of this policy, employees, contractors, consultants and volunteers will be referredto as **‘staff’** or **‘staff members’**.

### Policy

* 1. [Organisation] will, where appropriate, encourage, or if necessary require, its employees, contractors, volunteers, clients, and visitors to be vaccinated, where in the opinion of the board, vaccinations (and any relevant boosters) for the disease:
* have been officially approved as safe and effective by the relevant agency;
* are readily available to employees, contractors, volunteers, clients, and visitors; and
* will offer protection to employees, contractors, volunteers, clients, and visitors involved in the organisation’s operations.
	1. In carrying out the procedures listed below, [Organisation] will be guided by the information and directions provided by local health authorities and the World Health Organisation, and its occupational health and safety obligations.

#### Consultation

* 1. [Organisation] will consult with employees, volunteers, clients, and stakeholders in the implementation of this policy.
	2. [Organisation] will endeavour to accommodate the concerns of employees, volunteers, and clients unwilling to become vaccinated, unless this will increase the risk of infection to others.

#### Exemptions

* 1. [Organisation] will accept appropriate medical exemptions from these vaccine requirements and will as far as possible endeavour to accommodate the concerns of employees, volunteers, and clients with such exemptions.

### Above and beyond provisions

#### Below is a list of provisions that go beyond the minimum and thus may help your organisation move into “Employer of Choice” territory. Consider if any of these might be appropriate for your organisation. Delete or include these provisions as appropriate for your organisation.

* 1. [Organisation] [will/may] subsidise any reasonable medical expenses incurred by any workers directed by [Organisation] to obtain vaccinations (which may include boosters) for the disease.
	2. [Organisation] [will/may, at its discretion] offer any staff member who has received the vaccination in question additional paid [Epidemic Leave/Leave] entitlements to cover any period the person suffers from side-effects from the vaccine.
	3. Where possible, [Organisation] will aim to provide workers with flexibility to work remotely and to attend medical appointments.

## Vaccination Procedures

*Last updated December 2021*

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| --- | --- | --- | --- |
| Procedure number | [insert number] | Version | [insert number] |
| Drafted by | [insert name] | Approved on | [insert date] |
| Authorised person | [insert name] | Scheduled review date | [insert date] |

### Responsibilities

* 1. The **CEO** is responsible for:
* Nominating the epidemic officer/workplace health and safety officer/risk management officer, as appropriate.
* Ensuring that the organisation’s Leave Policy and Workplace Health and Safety Policy are consistent with the intention of the Vaccination Policy

1.2 The **epidemic officer/workplace health and safety officer/risk management officer,** as appropriate, is responsible for:

* + Consulting staff, volunteers, and clients of their attitudes to vaccination,
	+ Drawing up procedures to give effect to the board’s decision,
	+ Ensuring that staff and volunteers are aware of the epidemic procedures in effect at any time.
	+ Giving notice of these procedures to staff, volunteers, clients, and any persons likely to be affected
	+ Bringing into operation these procedures,
	+ Instituting any administrative measures necessary to facilitate these procedures

1.3 **Supervisors/managers** are responsible for ensuring that staff and volunteers are aware of the vaccination procedures in effect at any time. Supervisors/managers must seek to support employees who express or report anxieties about the adoption of this policy, although noting that disciplinary action may be necessary if an employee refuses to comply.

1.4 **Staff members** are responsible for abiding by the vaccination procedures specified below, when informed by authorised staff that these procedures are in effect

### Processes

* 1. The following procedures apply in the event of the CEO giving notice that vaccination procedures are in effect.

#### Events

* 1. The CEO, with the advice of the epidemic officer/workplace health and safety officer/risk management officer, will consider on a continuing basis whether any events involving the attendance of unvaccinated staff or members of the public should be changed, rescheduled or cancelled to minimise the risk of infection.

#### Work procedures

* 1. The CEO, with the advice of the Epidemic Officer,
* will issue appropriate instructions to ensure all government directives dealing with vaccination practices are put into effect.
* will in addition consider on a continuing basis whether:
	+ it is necessary or appropriate for nominated staff/volunteers/members of the public to be work from home.
	+ staff/volunteer travel, (or other activities that may cause them to come into contact with other people in Australia or overseas) should be modified or terminated.
	+ arrangements for staff/volunteers who work with clients or the public should be modified to minimise risks for all parties.
* may require any member of staff to not attend the workplace, and/or to work from home, or, if this is not feasible or appropriate, to take [paid Epidemic Leave / Personal Leave/ Annual Leave].
* may require any or all staff to be appropriately vaccinated (including getting boosters) if this is necessary to protect other employees, clients, or members of the public.
* may require any member of staff to provide satisfactory evidence that they are fit to return to work.

#### Vaccinations

* 1. The CEO, with the advice of the Epidemic Officer, will consider whether the best medical advice supports requiring employees to receive appropriate vaccinations.
	2. [Organisation] will consult with staff regarding the circumstances and scope of any such requirement.
	3. [Organisation] will wherever feasible allow appropriate medical exemptions to any such requirement.
	4. The CEO, with the advice of the Epidemic Officer, will consider whether the protection of staff, clients, and contractors from infection may require that restrictions be placed on unvaccinated persons accessing the premises.

#### Contractors and suppliers

* 1. The CEO, with the advice of the epidemic officer, will consider on a continuing basis whether arrangements with existing contractors and suppliers need to be modified or supplemented to ensure uninterrupted service delivery.

see Template #3, “Identification of Mission Critical Functions” from [Template Pandemic Emergency Management Plan](https://www.tisn.gov.au/documents/template%2Bfor%2Bpandemic%2Bplan.pdf)

### Related Documents

* 1. Relevant policies
* [Epidemic and Pandemic Policy](https://communitydirectors.com.au/policies/epidemic-pandemic-policy)
* [Risk Management Policy](https://communitydirectors.com.au/policies/risk-management-policy)
* [Workplace Health & Safety Policy](https://communitydirectors.com.au/policies/workplace-health-and-safety-policy)
* [Personal Leave, Carer's Leave & Compassionate Leave](https://communitydirectors.com.au/policies/personal-leave-carers-leave-compassionate-leave)
* [Unpaid Leave Policy](https://communitydirectors.com.au/policies/unpaid-leave-policy)
* [Managing Unsatisfactory Work Performance Policy](https://communitydirectors.com.au/policies/managing-unsatisfactory-work-performance-policy)
	1. Related Vaccination Information
* [Safe Work Australia – Vaccination](https://www.safeworkaustralia.gov.au/covid-19-information-workplaces/industry-information/general-industry-information/vaccination#heading--3--tab-toc-vaccination_and_my_whs_duties)
* [Business Australia - Vaccination](https://business.gov.au/risk-management/emergency-management/coronavirus-information-and-support-for-business/covid-19-vaccinations-and-your-business)
* [Justice Connect – Vaccination](https://www.nfplaw.org.au/managing-vaccines-workplace?utm_source=dynamics&utm_medium=email&utm_campaign=October+Update#msdynttrid=E1HUQZ32sVv7QCXdWOjqvFlcJK5xXDUv-Anyz0XASqI)

About this document

This policy sample has been developed by the [Institute of Community Directors Australia](https://www.communitydirectors.com.au?utm_campaign=policybank&utm_medium=doc&utm_source=website&utm_content=template) (ICDA), in conjunction with [Maddocks](https://www.maddocks.com.au/), and is free for any not-for-profit organisation to download and use, so long as it is for a non-commercial purpose and that the organisation is not paying a consultant to carry out this work. [See here](http://www.ourcommunity.com.au/general/general_article.jsp?articleId=2153#16) for our full copyright guidelines.

### Important notes

You should not rely on these sample policies and procedures alone. They are a starting point only. You need to adapt the sample policies and procedures to suit your own language and the specific requirements of your organisation.

Most samples include both policies and procedures. The policies are designed to provide guidance on standards, while the procedures give instructions on implementing the standards. We recommend adopting policies at a board level, while procedures can be developed and signed off by the organisation's CEO.

We use the term ‘Board’ to cover boards, committees of management, or anybody that has final authority in your organisation. The term ‘CEO’ extends to executive directors, or your chief administrator. You should change the terms in these policies to match the terms used by your organisation.

### Other policies

There are a number of policies available on the [Community Directors website](https://communitydirectors.com.au/tools-resources/policy-bank). You can search for what you need with our site search function.

### Make a deposit into our Policy Bank

If you have some policies that your organisation believes would be of benefit to other groups, email them to service@ourcommunity.com.au. We will review them, amend them so that they are applicable to the greatest number of not-for-profit organisations as possible, update them into our format, and upload them to our Policy Bank as an easily accessible resource.

### Join us!

ICDA is a best-practice governance network for the directors serving on Australia’s 600,000 not-for-profit boards, committees and councils, and the senior Workers who support them. ICDA members get access to a range of educational, capacity building and networking opportunities that build knowledge, connections and credentials.

If you appreciated this free policy, we would appreciate your ongoing support by joining ICDA from only $65 per year.

### The benefits of membership

1. Receive ‘responsible person’ status – ICDA members are recognised by the ATO under ‘responsible person’ rules, provided (among other things) that the member is not:
	1. a founder of the organisation;
	2. a donor to the organisation who has contributed more than $10,000; or
	3. an associate of a founder or a donor who has contributed more than $10,000 to the organisation.
2. Recognition – three membership post-nominal options, providing community and professional recognition for educated and engaged not-for-profit members;
3. Capacity building publications – including current trends, issues and emerging areas of risk via newsletters and governance help sheets;
4. Policy alerts – receive notification when changes are made to governance, human resources, financial management, values and communication policies which have previously been downloaded through the Policy Bank;
5. Preferential member pricing – members receive discounts for the Festival of Community Directors events and online Compact Courses;
6. Alumni events – access to deep connections and a vibrant network of believers and doers. There is an online forum, as well as regular invitations to events such as the Communities in Control Conference;
7. Access to forums, networks, information and opportunities – boost your confidence (and competence) and open career doors; and
8. Budget-friendly – for as little as $65 a year you get all the benefits outlined above and so much more.

### Legal advice at a pre-agreed price

Please note that this is a template policy for guidance only. For assistance in tailoring this policy to suit your organisation, or for legal advice at a pre-agreed price or training in this area, please do not hesitate to contact Our Community’s preferred legal supplier [Maddocks](https://maddocks.com.au).

E: NFPHelp@maddocks.com.au | W: <https://maddocks.com.au>