

## **SAMPLE MANDATORY VACCINATION POLICY**

*This sample document may provide a solid foundation for a mandatory vaccination policy in your workplace. However, important adjustments might be necessary for the proper use of a policy like this in any particular circumstances.*

*This sample policy is provided by an employment lawyer. This sample is necessarily generic in nature and must not be regarded as legal advice. For more information about how a policy like this might be useful in your workplace, please contact your own legal counsel. This is not current Smitty's corporate policy.*

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## **COVID-19 VACCINATION POLICY**

### **1. PURPOSE**

**Acme.** (the "Company") is committed to providing a safe working environment for our employees, our customers and members of the public with whom we interact regularly.

The Company has a responsibility in the circumstances of the ongoing pandemic to protect the health and safety of everyone in our workplace. It is therefore critical that the Company and everyone we work with take all reasonable precautions to reduce the likelihood of COVID-19 transmission in the workplace.

The purpose of the Vaccination Policy (the "Policy") is to identify the Company's expectations and requirements with respect to COVID-19 and vaccination.

### **2. SCOPE**

This Policy applies to all Company employees, contractors, and any other individuals employed or contracted to provide service in any capacity to the Company (collectively the "Workers").

### **3. POLICY**

#### **A. Mandatory Vaccination**

All Workers must provide satisfactory proof of COVID-19 vaccination prior to **DATE**, 2021. **[INSERT CONTACT NAME(S) AND POSITION TITLE(S)]** will contact Workers directly to confirm their vaccination status.

**Proof of COVID-19 Vaccination:** Workers must provide documentation or show an issued by a provincial health authority or equivalent, or from a licensed healthcare provider, confirming vaccination. For more information about how to obtain proof of vaccination, please refer to your provincial Government website.

Where a vaccine has been made available and an individual chooses not to be vaccinated, the individual will be required to disclose the reason for not being vaccinated, in writing, to **[INSERT CONTACT NAME(S) AND POSITION TITLE(S)]**. The Company will review this information to identify, on an individual basis, any accommodation obligations and opportunities.

Employees who need to schedule vaccination appointment(s) in order to comply with this Policy are expected to make the necessary arrangements with their direct supervisor to ensure that such appointments are scheduled at appropriate times, and as soon as possible.

## **B. Accommodations**

If a Worker establishes that they have remained unvaccinated for reasons associated with a protected ground of the applicable human rights legislation (e.g., disability), the Company will cooperate with the Worker to explore possible alternatives for accommodation, to the point of undue hardship.

There is no guarantee that Workers who cannot or will not provide proof of vaccination will be able to continue working in active employment in their current position, or at all. Each case will be considered on its own merits. Note that personal preference is not considered a legitimate basis for accommodation.

## **C. Non-Compliance with Policy**

Workers who refuse to comply with this Policy, without valid justification associated with a protected ground under the applicable human rights legislation, may be subject to disciplinary action up to and including termination of employment. Providing false or misleading information, including a falsified Vaccine Card, will result in termination of employment.

## **4. PRIVACY AND CONFIDENTIALITY**

Information concerning proof of vaccination and any related personal information will be kept private and secured in a confidential file ("Vaccination File") accessible only by those authorized to participate in decision making that requires knowledge of employee vaccination status. Information in the Vaccination File will only be accessed, used and/or disclosed for the purposes of ensuring workplace safety, including making decisions to manage the workforce and protect the health and safety of Workers.

## **5. AMENDMENTS AND COMPLIANCE WITH APPLICABLE LAW**

The Company will continue to monitor developments in this rapidly changing environment and this Policy may be amended from time to time by the Company as it deems necessary or appropriate as relevant circumstances change. This Policy will, at all times, be applied in accordance with the applicable occupational health and safety, privacy, and human rights legislation.

## **6. CONTACT**

Please contact [INSERT CONTACT NAME(S) AND POSITION TITLE(S)] at [INSERT CONTACT INFO] with any questions.

Employee

Name:

Date:

Signature: