



Policy

COVID-19 Vaccination

Human Resources

1. Policy Statement

- 1.1. Unity Housing Company Ltd (Unity) is committed to supporting and protecting its staff and its vulnerable tenants who have an elevated risk of serious illness from the COVID-19 virus.
- 1.2. Unity has a duty of care to provide a safe workplace for all staff and to take all reasonably practicable measures to ensure the safety of all staff from exposure to COVID-19.

2. Purpose

- 2.1. The purpose of this policy is to outline the requirements for all staff to be vaccinated for COVID-19.

3. Scope

- 3.1. This policy applies to all Unity employees, volunteers, work placement students, and contractors who provide services to Unity (referred to as “Staff” in this policy) regardless of the type of work they perform and whether they interact directly with Unity tenants or not.

4. Principles

- 4.1. Unity will follow and act on the responsibilities outlined in the Work Health and Safety Act 2012 (SA) and Regulations to take all reasonably practicable steps to protect its staff and clients from COVID-19.
- 4.2. In order to provide a safe workplace Unity has determined that all its Staff must be vaccinated for COVID-19 unless the individual has a valid medical exemption.

5. Vaccination Requirements

- 5.1. As from 3 December 2021 all Unity Staff will be required to be fully vaccinated for COVID-19.
- 5.2. Contractors (including suppliers and sub-contractors) will only be allowed access to Unity premises or tenanted sites if they are fully vaccinated for COVID-19 and have signed a Unity COVID-19 Vaccination Declaration. Contractors may be asked by Unity tenants and/or Unity staff to provide evidence of their COVID-19 vaccination status before entering a Unity premise or tenanted site, and may be refused entry if they are unable to do so. This includes contractors engaged in planned or unplanned property maintenance.
- 5.3. All Staff must ensure that their vaccination status for COVID-19 is up to date at all times that they are employed with, or provide services to, Unity. This may require Staff to have booster or annual COVID-19 vaccinations, as recommended by the Australian Government Department of Health.

6. Evidence of Vaccination Status and Storage of Information

- 6.1. All Unity Staff are required to provide evidence of their vaccination status to Unity’s Pandemic Manager by 3 December 2021 and as requested from time to time by Unity to ensure compliance with this policy.
- 6.2. Evidence of vaccination status can be provided in a number of ways including:
 - 6.2.1. A history statement from their Australian Immunisation Register (AIR);
 - 6.2.2. A record contained in a Medicare online account;



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- 6.2.3. A signed COVID-19 Vaccination Record issued by a recognised vaccination provider showing dose 1 and 2 batch number stickers and dates received;
- 6.2.4. COVID-19 passport or similar government issued document.
- 6.3. An employee's vaccination status will be noted on the employee's HR record.
- 6.4. An electronic copy of the signed contractor's COVID-19 Vaccination Declaration will be filed in Unity's contractor management register.
- 6.5. Vaccination status will not be disclosed to any third parties except as required by law or as part of providing compliance/auditing information with any government body.
- 6.6. Unity's recruitment and on-boarding practices will be updated to reflect the vaccination requirements by:
 - 6.6.1. Including the mandated vaccination requirement in recruitment campaigns alongside the other mandatory requirements (i.e. police checks);
 - 6.6.2. Updating Employment contracts for new Staff.

7. Exemptions

- 7.1. Staff who have a valid medical exemption must provide evidence of this to Human Resources by 3 December 2021.
- 7.2. A valid medical exemption is where a Staff has been assessed by a legally qualified medical practitioner as being permanently or temporarily clinically unsuitable to receive the COVID-19 vaccine in accordance with the guidelines published from time to time by the Australian Technical Advisory Group on Immunisation (ATAGI) and must be recorded on the AIR.
- 7.3. Unity will consult with Staff who have provided a valid exemption to discuss employment options. Ongoing employment will be determined on a case-by-case basis based on the Staff's inherent requirements of the position.

8. Assistance to Enable Vaccinations

- 8.1. To ensure Staff are able to obtain the COVID-19 vaccinations in a timely manner, Unity will:
 - 8.1.1. Work with Staff to ensure that they are able to make and attend appointments to be vaccinated during paid work time;
 - 8.1.2. Communicate updated COVID-19 vaccination information from time to time.

9. Voluntary Refusal

- 9.1. Where a Unity employee has decided not to be vaccinated and has not provided a valid medical exemption, Unity will consider that the employee is not able to perform the inherent requirements of their role and this may result in disciplinary action up to and including termination of employment.

10. Implementation

- 10.1. It is essential that all Staff are aware of and comply with all relevant legislative requirements and internal policies and procedures. This Policy and associated documentation are available to Unity employees through the Document Library on the intranet.



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11. Responsibilities

11.1. Human Resources are responsible for publishing details of the availability of the COVID-19 Vaccine each year.

12. Associated Documentation

COVID-19 Vaccination Declaration
Work Health and Safety (WHS) Policy
Work Health and Safety Act 2012 (SA)
Work Health and Safety Regulations 2012 (SA)

13. Endorsements

Unity Housing Company Ltd

A handwritten signature in black ink, appearing to be 'M. A.' or similar.

Chief Executive Officer

25 November 2021

Next Review Date:

25 November 2024

14. Policy Acknowledgement

Please complete the electronic [Policy Acknowledgement](#) to confirm that you have read and understood Unity's COVID-19 Vaccination Policy.