Vaccination and Immunisation Requirements Policy

PURPOSE

The purpose of this Vaccination and Immunisation Requirements Policy is to ensure all E4 People ('the Employer') workers are able to perform their duties safely and effectively. This policy outlines the Employer's expectations, responsibilities and procedures regarding vaccinations and immunisations to reduce the risk of infectious diseases in the workplace and protect the health of workers, clients and the broader community.

SCOPE

This policy applies to all workers of E4 People, at all times and without exception.

POLICY

Vaccination and immunisation are critical components of workplace safety, particularly in environments where workers may come into contact with vulnerable populations, including healthcare, aged care and other client-facing settings. This policy aims to ensure that all E4 workers meet the vaccination requirements of host employers and applicable legislation (such as a public health order).

Definitions

- **Vaccination**: The process of receiving a vaccine to provide immunity against a specific infectious disease.
- **Immunisation Status:** Documentation or evidence confirming that a worker has received recommended vaccines.
- **Host Employer Requirements**: Specific vaccination or immunisation obligations imposed by the client or workplace where the E4 worker is assigned.

Responsibilities

E4 People will:

- Ensure all E4 workers are informed of any vaccination or immunisation requirements prior to placement;
- Provide guidance and support for compliance with vaccination requirements.
- Maintain confidential records of vaccination documentation as required by law;
- Ensure host employers are aware of E4 workers' vaccination compliance.

E4 Workers will:

- Provide evidence of vaccination or immunisation status as required before commencing placement, or at any time where requested by the Employer;
- Comply with host employer vaccination policies and procedures;
- Seek medical advice if unsure about vaccination requirements or contraindications.
- Report any change in immunisation status, such as new vaccinations or adverse reactions, to E4 People.

Principles of Compliance

1. Verification of Vaccination Status
    - E4 workers must provide accurate and up-to-date evidence of vaccinations as requested by E4 People or the host employer;
    - Documentation may include immunisation records, medical certificates or official health documentation.
2. Placement Requirements
    - E4 workers who do not meet required vaccination standards may be ineligible

for specific assignments;

- o Alternative placements may be considered where feasible, but compliance with host employer requirements is mandatory.
3. Health and Safety Considerations
   - o Vaccinations protect the E4 worker, clients and colleagues from preventable diseases;
   - o E4 workers should seek guidance from a healthcare professional regarding any medical exemptions or special considerations. Please note, the Employer will consider other circumstances where there is a genuine reason for which the Employee is unable to receive a vaccination, and this will be determined on a case-by-case basis.

Notification

E4 People will:

- Provide information on recommended vaccinations for E4 workers in high-risk settings;
- Ensure E4 workers understand the importance of maintaining up-to-date immunisation status.

E4 workers are expected to:

- Review vaccination information provided by E4 People;
- Complete any required immunisations prior to commencing assignments in accordance with host employer and legislative requirements.

POLICY BREACH

Failure to comply with this policy, including refusal or failure to provide required vaccination or immunisation evidence (without an approved exemption), may result in Disciplinary action, up to and including termination of employment or engagement.

POLICY REVIEW

This policy will be regularly reviewed by E4 People and may be revised from time to time. Any necessary changes will be implemented by the Directors.