



42. Vaccine Policy

1. GENERAL

1.1 Purpose

Central Murray Credit Union Limited (CMCU) is committed to ensuring a safe workplace for all employees. This includes protection against COVID-19 by ensuring all employees and officers are vaccinated against COVID-19.

1.2 Authority

This Policy has been adopted by resolution of the Board of Directors on 20th October 2021.

1.3 Effective Date

This Policy takes effect from 20th October 2021.

1.4 Review

This Policy is to be reviewed by the Risk Management Committee and the Board Risk Committee annually or as necessary in the light of any changes to legislation and any changes submitted to the Board for approval.

1.5 Audit

This Policy is to be reviewed by the Internal Auditors annually.

1.6 Delegations

The day-to-day management is delegated to the Chief Executive Officer.

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1. Overview

1.1. Purpose

COVID-19 is a highly transmissible acute respiratory infection, and can cause severe illness or death, especially with people at high risk. Vaccination is the only way to specifically protect oneself from serious illness from COVID-19 and its complications. Central Murray Credit Union Ltd (CMCU) is committed to providing employees a workplace free of recognised hazards. This Policy is intended to maximise vaccination rates for COVID-19 for employees of CMCU. The aim of this Policy is to protect employees from COVID-19 infection and help CMCU manage COVID-19 in the workplace.

1.2. Scope

This Policy will apply to all employees and officers of CMCU. This Policy aligns with the Work Health and Safety Act 2011 (Cth). The Work Health and Safety Act seeks to protect the health, safety and welfare of employees and other people at work. The law aims to ensure that the health and safety of the public is not put at risk by activities undertaken by CMCU.

1.3. Exceptions

All employees will be required to be fully vaccinated against COVID-19 unless a permissible exemption applies. Each employee will be assessed on a case-by-case basis. A permissible exemption may be accepted due to medical or religious reasons.

2. Work health and Safety

2.1. Risk to health of employees

CMCU has a duty of care to identify whether there is a risk to health of employees from exposure to coronavirus at our workplace. Where a risk to health is identified CMCU must, so far as is reasonably practicable, eliminate or reduce the risk. This includes actions to prevent the risk of exposure to COVID-19 at work.

2.2. Control measures

In order to keep our employees and customers safe CMCU have undertaken a risk assessment and determined that due to the nature of our work all roles are considered high to medium risk. CMCU are taking appropriate control measures to manage the risk of exposure of COVID-19 in our workplace including:

- Physical distancing where possible.
- Changing work practices to reduce contact with other people.
- Increasing cleaning and disinfection of the workplace.
- Providing hand wash and sanitiser for good hygiene.
- Keeping records of employees and people who come to the workplace.

2.3. Maintaining a safe work environment

In order to maintain a safe work environment CMCU request that all employees be fully vaccinated against COVID-19 unless a permissible exemption applies. Employees have a duty to take reasonable care of their own health and safety in the workplace as well as taking reasonable care of others in the workplace. This means employees must co-operate with any reasonable directions given by CMCU to reduce the risks of COVID-19.

3. Vaccination requirements

3.1. COVID-19 Vaccination program

The CMCU COVID-19 Vaccination program will:

- Promote COVID-19 vaccinations to all employees.
- Promote the mandatory requirement for all employees to complete a COVID-19 vaccination form.
- Facilitate and record each staff members vaccination.

3.2. COVID-19 Consultation

Employees who may be affected by the requirement to be fully vaccinated under this Policy may discuss their concerns with the Operations Manager. CMCU will give prompt consideration to any matters raised by employees about receiving the COVID-19 vaccine.

3.3. COVID-19 Vaccination form

The COVID-19 Vaccination form will require staff to:

- Consent to the COVID-19 vaccination, (including any booster vaccination), or
- Decline the COVID-19 vaccination by requesting an exemption, or
- State that the employee has already received the full COVID-19 vaccination in that calendar year.

3.4. COVID-19 Vaccination exemption

An employee may have a permissible exemption for being vaccinated against COVID-19. A permissible exemption may be due to the employee:

- Having a severe allergy to components of the vaccine, or
- Health reasons such as pregnancy, or
- Religious reasons.

Each exemption will be considered on a case-by-case basis. In order to apply for an exemption supporting documentation will be required in the form of:

- A medical certificate, or

- Statutory declaration

3.5. COVID-19 Free Vaccinations

The COVID-19 vaccine is free to everyone in Australia. Vaccinations can be booked online through local vaccination clinics. It is important for all employees to ensure that the COVID-19 vaccination is undertaken on the advice of a health practitioner.

4. Record keeping

4.1. Purpose of collection of COVID-19 vaccination information

CMCU has a duty of care for the general public as well as our staff to prevent an employee from inadvertently spreading the COVID-19. We collect COVID-19 information from employees for the purpose of providing confidence to staff and customers that the risk of infection is being actively mitigated due to our employees being fully vaccinated.

4.2. Management of COVID-19 vaccination information

CMCU collects information from employees to confirm that they are fully vaccinated against COVID-19 in-line with this Policy. The confirmation of employee vaccination is required in order to maintain a safe work environment. We respect the privacy of the personal information you may provide to us. We manage your personal information under the Privacy Act 1988 (Cth) and the Australian Privacy Principles (APPs). Information about your vaccination status is considered personal information and will not be disclosed or used for any purpose other than to ensure the health and safety of our workplace.

4.3. Employee records

Personal information relating to your employment, including your health information, is kept on file as part of your employee records. CMCU will not release any personal information relating to your COVID-19 vaccination without your written consent.

5. Compliance

5.1. Inherent job requirement

Due to the nature of our work, a risk assessment has determined that all roles at CMCU are considered to be high to medium risk. This means that the essential job function of each employee will not be able to be met where CMCU does not have the ability to work safely. Employees who are infected from COVID-19 are unable to perform the tasks essential to their role productively and to the required quality. CMCU will determine on a case-by-case basis whether an employee can be usefully employed.

5.2. Behaviours and practices

CMCU may lose essential business if customers avoid face-to-face contact because of our failure to ensure that our employees are fully vaccinated against COVID-19. As part of your employment all employees are required to comply with CMCU's policies and procedures as reviewed and updated from time to time.

5.3. Stand down

Where it is deemed that an employee cannot be usefully employed due to the COVID pandemic for which CMCU can't be held responsible, CMCU may stand down employees temporarily. Before standing down employees, CMCU will consider all other options.

5.4. Additional measures

5.4.1 2 weeks unpaid leave

Subject to the Banking Finance and Insurance Award 2020 an employee is entitled to take up to 2 weeks unpaid leave if an employee is required by government or medical authorities, or on the advice of a medical practitioner to self-isolate and is consequently prevented from working, or is otherwise prevented from working by measures taken by government or medical authorities in response to the COVID-19 pandemic. An employee must give CMCU notice of the taking of leave under these additional measures and of the reason the employee required the leave, as soon as practicable (which may be a time after the leave has started). An employee taking 2 weeks unpaid leave to self-isolate must give CMCU evidence such as a medical certificate or statutory declaration showing the reason the leave is taken for.

5.4.2 Annual leave at half pay

If an employee is required by government or medical authorities, or on the advice of a medical practitioner to self-isolate, instead of taking paid annual leave on full pay, the employee (with the agreement of CMCU) may agree to take twice as much leave at half pay. Any such agreement must be recorded in writing and retained as an employee record.



COVID-19 Vaccination Form

Employee Name: _____

Position: _____

Phone: _____

Central Murray Credit Union Ltd (CMCU) requires all staff to complete the following form in relation to their COVID-19 vaccination status. As CMCU is deemed as an essential provider, a COVID-19 vaccination is required for all employees. Information regarding the vaccination status is sought to ensure that we are able to manage any COVID-19 outbreaks and develop measures to keep our staff and customers safe. Information you provide in this form is confidential and will not be used for any purpose other than that stated above, unless otherwise directed by legislation.

Your Consent

- I consent to provide information regarding my COVID-19 vaccination (including any booster information).
- I decline to provide information regarding my COVID-19 vaccination and request a permissible exemption.
- I confirm I have read and understand the COVID-19 Vaccination Policy.

Please complete the appropriate section below

Your Vaccination Information

I have received the vaccine

I have received the following COVID-19 vaccine - Type of vaccine: _____

Dose 1 **Date :** _____ **Dose 2** (if applicable) **Date:** _____

I have attached a copy of the Medicare COVID vaccination certificate.

I am choosing not to get the vaccine (You are able to update the vaccination form if your preference changes in future)

- I am choosing not to receive the COVID-19 vaccine due to medical advice
- I am choosing not to receive the COVID-19 vaccine due to religious reasons

Supporting documentation

I have attached the necessary supporting documentation to support a permissible exemption

Signature: _____

Date: _____

POLICY AMENDMENTS

Date	Amendment
20 October 2021	New policy