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| Please use this COVID-19 Workplace Vaccination Policy template as a guide to help create a COVID-19 vaccination policy for your workplace. |

Duties Under WHS laws

Under the Work Health and Safety Laws in each jurisdiction, a business must manage the risks of COVID-19 entering or spreading in the workplace. A business may not be able to eliminate the risk completely. Instead, businesses need to consider other ways to reduce the risk as far as reasonably practicable.

Whether a business requires mandatory vaccination for some, or all, of its workers, will need to be assessed and determined on a case-by-case basis.

**Risk Assessment and Planning**

Businesses must follow the current COVID-19 Public Health Orders in their jurisdiction and manage workers and visitors in accordance with Work Health and Safety Laws.

Businesses must conduct a risk assessment before completing and implementing a COVID-19 Workplace Vaccination Policy. For more information, please consult:

* LPA Guide Safety Guidelines for the Entertainment and Events Industry
	+ [**Part 1 WHS Commitment and Responsibilities**](https://liveperformance.com.au/resources/?type=909&cat%5B%5D=1084&cat%5B%5D=1091&keyword=part+1) and
	+ [**Part 2: Hazard Identification and Risk Management**](https://liveperformance.com.au/resources/?type=909&cat%5B%5D=1084&cat%5B%5D=1091&keyword=part+2).
* Safe Work Australia’s Guidance on COVID-19 Vaccination (update scheduled in October 2021)
* Safe Work Australia’s [Risk Assessment guide](https://www.safeworkaustralia.gov.au/covid-19-information-workplaces/industry-information/general-industry-information/risk-assessment#heading--1--tab-toc-when_should_i_do_a_risk_assessment?).

Businesses should already have a COVID-19 Safety Plan in place, which will assist with the identification of issues and actions needed to put in place suitable WHS controls to manage the spread of COVID-19.

A current and further assessment of risks will assist a business to determine its approach to COVID-19 Vaccination in the workplace and the development of an appropriate COVID-19 Vaccination Policy.

Consultation

Businesses must complete the COVID-19 Workplace Vaccination Policy in consultation with their workers and any health and safety representatives (if any).

The COVID-19 Workplace Vaccination Policy may need to be updated and revised in the future as government restrictions and public health advice changes.

This template is for general purposes and may need to be modified in accordance with your specific activities.

For more information, please consult:

* [Employer Guide: COVID-19 Vaccinations and Workplace](https://liveperformance.com.au/resources/?type=909&cat%5B%5D=1084&cat%5B%5D=1091&keyword=employer+guide)
* [LPA Roundtable: COVID-19 Vaccinations in the Workplace](https://liveperformance.com.au/resources/?type=909&cat%5B%5D=1084&cat%5B%5D=1091&keyword=round)
* [LPA COVID-19 Vaccination Survey Template](https://liveperformance.com.au/resource?type=1256&cat%5B%5D=1084&cat%5B%5D=1091&keyword=survey)
* [LPA Guidelines](https://mailchi.mp/d439090221d2/yyt69eubr1-12577707), which include: Guidelines for COVID Safe Auditions, Rehearsals and Performances; and COVID Safe Touring Guidelines
* [Safe Work Australia’s COVID-19 Small Business Hub](https://www.safeworkaustralia.gov.au/covid-19-information-small-business)

IMPLEMENTING A COVID-19 WORKPLACE VACCINATION POLICY

1. **Workplace Vaccine Considerations**

 **In making decisions around the workplace and vaccinations, employers should consider the following:**

* **Auditing your vaccination needs:** Consider whether vaccination needs and requirements differ across your business. For example:
	+ Are any employees undertaking customer facing roles;
	+ How many employees undertake work where they cannot physically distance or use PPE such as face masks;
	+ Are there any vulnerable employees or employees with any special needs;
	+ Are there any public health orders that require certain employees to be vaccinated against COVID-19;
	+ Are there any cultural or social issues to consider. Employers should also consider whether any vaccine policy will cover contractors, students, volunteers etc.
* **Developing a system for internal communications**: Consider how you will tell your workers about vaccinations and any public health orders that apply to your workplace (e.g. flagging key government websites and providing up-to-date public health information).
* **Reviewing your policies:** Assess whether changes are required to other policies such as WHS policies, leave policies or working from home policies.
* **Reviewing employment contracts:** Businesses may wish to insert clauses into contracts of employment that make employment conditional on having a COVID-19 vaccination for new employees, and if appropriate consider whether it is necessary to vary existing employment contracts.
* **Consider the risks to health and safety:** Can COVID-19 transmission be managed through encouraging employees to obtain vaccinations rather than mandating vaccinations? This question is likely to be answered after you have conducted a risk assessment as advised above.
1. **Implementing a COVID-19 Vaccine Policy**

**When implementing a COVID-19 Workplace Vaccination Policy, whether it is in respect of mandatory or a voluntary policy, employers should consider the following:**

* **Comply with WHS Consultation Obligations**

Businesses must consult with workers and any health and safety representatives. You must also ensure that the vaccination requirements are lawful and reasonable to the specific circumstances of your workplace.

* **Comply with Consultation Obligations under any modern award or EA**

[*Performers Collective Agreement 2017*](https://liveperformance.com.au/resource?type=914&keyword=Performers%27+Collective+Agreement+2017): see clause 49

[*Live Performance Award 2020*](https://liveperformance.com.au/resource?type=914&keyword=live+performance+award+2020): see clause 22

[*Amusement, Events and Recreation Award* 2020](https://liveperformance.com.au/resource?type=914&keyword=Amusement%2C+Events+and+Recreation+Award+2020): see clause 27

[*Broadcasting, Recorded Entertainment and Cinemas Award 2020*](https://liveperformance.com.au/resource?type=914&keyword=Broadcasting%2C+Recorded+Entertainment+and+Cinemas+Award+2020): see clause 24

* **Determine a process for managing refusals**
* **Determine how records will be kept and privacy requirements**
* **Provide information regarding vaccines**

[**GUIDANCE NOTE (DELETE THIS LATER)**]: *This example policy has been developed by Live Performance Australia. It is a tool that organisations can use to assist them in their business. Organisations may tailor or alter this template to suit their individual circumstances. We recommend you seek legal advice for your specific workplace. It is not compulsory for organisations to use this template.*

<Insert company name>

COVID-19 Workplace Vaccination Policy

# 1. Purpose

<Insert company name> is committed to maintaining a safe and healthy workplace and to taking all reasonably practicable steps to identify and eliminate risks which may impact upon the health and safety of our people and visitors at the workplace.

In operating within the <insert applicable industry: Live Performance/Cinema/Events and Exhibition Industry> it is common for our people to come into contact with other workers, clients and members of the public.

So far as reasonably practicable, <insert company name> is implementing this policy to take additional measures to protect our people and visitors from contracting and spreading COVID-19.

COVID-19 vaccines have been approved by the [Therapeutic Goods Administration](https://www.tga.gov.au/safety-information/covid-19) (TGA) and are being offered to eligible persons by order of priority and for free. Our COVID-19 Workplace Vaccination Policy is part of our overall COVID-19 safe measures to ensure a safe working environment (in addition to our other health and safety measures such as our COVID-19 Safety Plan) and to meet community expectations. This policy has been implemented following consultation with employees.

The policy seeks to:

* provide information about COVID-19 vaccination and to encourage our workers to get vaccinated against COVID-19
* outline circumstances where <insert company name> may implement mandatory vaccination and/or encourage vaccination against COVID-19 which operates in conjunction with relevant State and Federal legislation
* promote a safe and healthy work environment that protects workers and visitors from contracting and spreading COVID-19
* consult with workers in relation to COVID-19 vaccination in the workplace; and
* ensure that the risks to health and safety from contracting and spreading COVID-19 in the workplace are identified, assessed and eliminated or reduced where the elimination is not possible by way of <requiring mandatory vaccination/encourage vaccination against COVID-19>.

# 2. Scope and Related Documents

This policy is not intended to replace other health and safety measures in place to reduce the risks of the transmission of COVID-19 in the workplace. All Workers should continue to follow all other workplace health and safety measures such as our COVID-19 Safety Plan

Workers, especially managers and supervisors, are required to read this policy in conjunction with other relevant policies, procedures, documents and agreements of <Insert company name>, including, but not limited to:

* <insert company name> Work Health and Safety Policy
* <insert Company Name> COVID-19 Safety Plan
* <insert Company Name> Code of Conduct

# 3. Relevant legislation

This policy has been implemented with consideration to the following relevant legislation:

* *Fair Work Act 2009* (Cth)
* *Privacy Act 1988* (Cth)
* *Work Health Safety Act 2011* (Cth)
* [**GUIDANCE NOTE (DELETE THIS LATER)**: delete legislation which is not relevant] *Discrimination Act 1991 (*ACT); *Anti-Discrimination Act 1977* (NSW); *Anti-Discrimination Act 1996* (NT); *Anti-Discrimination Act 1991* (QLD); *Equal Opportunity Act 1984* (SA); *Anti-Discrimination Act* 1998 (TAS); *Equal Opportunity Act 2010* (VIC); *Equal Opportunity Act 1984* (WA)

# 4. Who this policy applies to

This COVID-19 Workplace Vaccination Policy applies to all Workers. A Worker includes:

* full-time, part-time, casual, seasonal and temporary employees;
* contractors, sub-contractors, an employee of a contractor or sub-contractor, an employee of a labour-hire company who has been assigned to work at <insert company name>;
* directors and management personnel;
* volunteers and anyone working in an unpaid capacity;
* an apprentice or trainee, work experience students and interns; and
* prospective employees, including job candidates.

This policy also applies to visitors at a workplace under <insert company name>, management and control.

# Information about COVID-19 Vaccination

[**GUIDANCE NOTE (DELETE THIS LATER)**: You may wish to provide additional information in this Policy or through other communication channels in the workplace]

<insert the Company name> endeavours to support and assist our Workers to be well informed about COVID-19 vaccines.

Australia’s Vaccination roll-out commenced in late February 2021 as a key strategy to minimise the spread and severity of COVID-19. COVID-19 vaccines have been approved by the [Therapeutic Goods Administration](https://www.tga.gov.au/safety-information/covid-19) (TGA) and are being offered to eligible persons by order of priority and for free.

Vaccinations approved by the TGA are effective. Vaccinated people are far less likely to get symptoms from COVID-19. They are even more unlikely to get seriously ill, be admitted to hospital or die. There is growing evidence that vaccinated people are also less likely to pass COVID-19 to others.

**Reliable Information about COVID-19 vaccines**

There are many resources available if Workers have any questions about the vaccine. Trusted and reliable sources, include:

* The [TGA](https://www.tga.gov.au/covid-19-vaccine-information-consumers-and-health-professionals) provides information and answers to common questions about how the TGA approves, assesses and monitors a vaccine for safety, quality and effectiveness. More detailed information is also available at <<https://www.tga.gov.au/covid-19-vaccines>>.
* The [Australian Government Department of Health](https://www.health.gov.au/initiatives-and-programs/covid-19-vaccines?utm_source=health.gov.au&utm_medium=redirect&utm_campaign=digital_transformation&utm_content=covid19-vaccines) also provides information about the COVID-19 vaccine at <<https://www.health.gov.au/initiatives-and-programs/covid-19-vaccines>>. This information includes how COVID-19 vaccines work, Covid-19 vaccine safety and side effects and information about each COVID-19 vaccine.

As well as specific information about:

* + COVID-19 vaccination information for [Aboriginal and Torres Strait Islander people](https://www.health.gov.au/initiatives-and-programs/covid-19-vaccines/indigenous)
	+ COVID-19 vaccination information for [people with a disability and disability service provider](https://www.health.gov.au/initiatives-and-programs/covid-19-vaccines/disability-sector).

**<insert the Company name> Recommendation**

The COVID-19 public health emergency has had a significant economic impact and effect on the well-being of Australia and Australian Businesses. <insert the Company name>and our Workers have been significantly impacted by COVID-19 with severe disruptions since March 2020.

Vaccination against COVID-19 is an important tool in helping to prevent the spread of COVID-19 and reduce hospitalisation and death. In accordance with public health guidance and in addition to our health and safety measures set out in our COVID-19 Safety Plan, we strongly encourage all eligible Workers to get fully vaccinated against COVID-19 where it is safe to do so. Workers should seek medical advice about the COVID-19 in respect of their individual circumstances.

Everyone 12 years and over can now book an appointment for a COVID-19 vaccine. COVID-19 vaccinations are free and can be booked online at <<https://covid-vaccine.healthdirect.gov.au/eligibility?lang=en>>.

# Voluntary/Mandatory Vaccination requirements

[**GUIDANCE NOTE (DELETE THIS LATER)**: Depending on the outcome of your risk assessment you may require all, some or none of your workforce to be vaccinated against COVID-19. Delete or amend the following as required. The roles listed are examples only. Your risk assessment may come to a different conclusion about whether or not vaccination is mandatory for certain roles.]

 **[OPTION 1:]**

**Mandatory vaccination**

All eligible Workers must be fully vaccinated against COVID-19.

All prospective Workers must show evidence of their vaccination status prior to commencement of their employment, engagement or attendance at <insert as relevant, e.g auditions>.

Workers who do not have a medical exemption must have received:

* the first dose of an approved COVID-19 vaccine by <insert date>,
* the second dose of an approved COVID-19 vaccine by <insert date>

An [approved COVID-19 vaccine](https://www.health.gov.au/initiatives-and-programs/covid-19-vaccines/approved-vaccines) means a COVID-19 vaccine that has been approved for supply and use by the TGA.

[**OPTION 2:**]

**Mandatory vaccination requirement**

There may be some circumstances where <insert Company Name> determines that Workers must be vaccinated against COVID-19 to be employed or engaged by <insert Company Name>, continue to perform their role or to attend some or all of <insert Company Name> workplaces, facilities. Mandatory vaccination may be implemented in the following circumstances:

* COVID-19 vaccination is a legal requirement (for example a government order or direction applying to certain roles, industries or locations);
* COVID-19 Vaccination is required by a third party (for example a venue or producer/rights holder);
* Where it is determined by <insert Company Name> to be a reasonable requirement, after taking into consideration:
	+ the health and safety of Workers and visitors
	+ other effective control measures (including practicality, effectiveness and cost)
	+ nature of the workplace and location
	+ the nature of the role (for example Workers are unable to socially distance or come into close contact with visitors and other Workers)
	+ If new regulatory guidance recommends COVID-19 vaccination; or
	+ To comply with work health and safety obligations.

If mandatory COVID-19 Vaccination is implemented, any prospective Worker must show evidence of their vaccination status prior to commencement of their employment, engagement or attendance at <insert as relevant, e.g auditions>.

Workers who do not have a medical exemption must have received:

* the first dose of an approved COVID-19 vaccine by the date specified by the <insert Company Name>, and
* the second dose of an approved COVID-19 vaccine by the date specified by the <insert Company Name>, and

An [approved COVID-19 vaccine](https://www.health.gov.au/initiatives-and-programs/covid-19-vaccines/approved-vaccines) means a COVID-19 vaccine that has been approved for supply and use by the TGA.

[**OPTION 3:**]

**Voluntary Vaccination**

Although <insert company name> supports and encourages all Workers and visitors to get vaccinated against COVID-19, this is a voluntary policy, and it is the personal decision of all <insert company name> Workers whether or not to receive a COVID-19 vaccine.

# Medical and Accessibility Exemptions

[**GUIDANCE NOTE (DELETE THIS LATER)**: If you require some or all employees to be vaccinated against COVID-19 you will need to ensure that the requirement to be vaccinated does not discriminate against employees in respect of persons for whom the vaccine has not been approved or made available (age discrimination) and those with a medical or contraindication (disability discrimination) You can delete this section if you implementing a voluntary vaccination policy]

**EXEMPTIONS – Employees, trainees, volunteers, interns**

<insert name of Company> acknowledges that some people may be unable to receive the COVID-19 vaccine. For example, if a person has a medical contraindication to the COVID-19 vaccine or is unable to receive the vaccine in the timeframe communicated to them.

**Evidence and Consultation**

Where a Worker is unable to receive the COVID-19 vaccine, <insert name of Company> may consult with them to obtain further information or evidence.

If a Worker is required but unable, due to a medical contraindication, to receive a COVID-19 vaccine: [Guidance note: delete or amend as required]:

* they must inform <insert name of contact person><insert contact details> as soon as possible of the reason why they cannot receive the vaccination
* they must provide evidence of a medical contraindication certificate exemption from a medical practitioner; or
* if required by <insert name of Public Health Order> evidence of a medical exemption from a medical practitioner in the form required approved by <insert name of form e.g. form approved by the NSW Public Health Order>

A medical certificate merely stating that the Worker has a certain condition is unlikely to be adequate. The medical practitioner providing the medical contraindication certificate must have treated the employee for the medical contraindication or have reviewed records that indicate the presence of the medical contraindication.

<insert name of Company> may, at its discretion require the Worker to have an independent medical assessment or seek specific evidence from the Worker’s medical practitioner.

**Exemption Approval**

[**GUIDANCE NOTE (DELETE THIS LATER)**: After receiving an employee’s medical exemption, an employer may choose to either: accept the exemption and allow the employee to continue working in their current role; provide reasonable adjustments, such as move the employee to an alternative position where vaccination is not required; or determine whether vaccination is an inherent requirement of the role – Delete or amend the below as required]

<insert Company name> will consider the information and evidence provided and the Worker’s individual circumstances, in consultation with <insert relevant contact name> and, where appropriate to determine if, in <insert Company name>’s view, the reason provided by the person is a reasonable excuse not to receive the COVID-19 vaccination and therefore is an approved exemption.

If the exemption is not approved, <insert Company name> will consider the circumstances and may direct the Worker to receive the COVID-19 vaccination. If the Worker fails to comply with the direction, <insert Company name> will consider what, if any, disciplinary action it may take, upto and including termination of employment.

**Considerations and Reasonable Adjustments**

If a Worker has an approved medical exemption, <insert Company name> will give consideration to how it may affect the Worker’s employment or engagement. This consideration will include:

* whether the Worker can remain employed or engaged, or commence with <insert Company name>
* leave options
* making reasonable adjustments (where appropriate) to allow a Worker to continue to perform their role including, but not limited to:
	+ periodic testing for COVID-19 <insert details e.g. frequency, type of test, where the test can be obtained/administered>
	+ working from home
	+ suitable alternative duties.

**EXEMPTIONS – Contractors and sub-contractors**

If vaccination is mandatory and a contractor indicates that the contractor (or the contractor’s employee) is unable to receive the COVID-19 vaccine in the timeline communicated to them, <insert Company name> may seek further information or evidence from the contractor to understand the reasons that the contractor (or the contractor’s employee) is unable to receive the COVID-19 vaccine.

<insert Company name> will consider the information and evidence provided and the contractor’s circumstances to determine if, in <insert Company name>’s view the reason provided by the person is a reasonable excuse not to receive the COVID -19 vaccine and is therefore an approved exemption. In making this determination, <insert Company name> may consider whether the reasons provided by the contractor meet the criteria of a medical contraindication.

<insert Company name> will consider the outcome of the exemption approval having regard to the terms of the agreement between the contractor and <insert Company name>.

**Ongoing COVID-19 Vaccination Requirements**

Where COVID-19 vaccination is mandatory <insert Company name> may:

* accept or not accept certain vaccinations (for example <insert Company name> may not accept a vaccination that has not been approved by the TGS);
* continuously review its decision and set new conditions when required, including, but not limited to extending or changing timelines for specific Workers or groups; and
* require Workers to have additional doses of a COVID-19 vaccine (booster shots) and provide evidence in order to meet the mandatory vaccine requirement.

# Proof of Vaccination

[**GUIDANCE NOTE (DELETE THIS LATER).** Where COVID-19 vaccination is mandatory, an employer can require those workers to provide proof of vaccination. Where employers have not mandated COVID-19 vaccination they can require an employee to provide proof of their vaccination status if:

* Identifying levels of COVID-19 vaccination in the workplace as part of the risk assessment process can inform other controls to minimise the risk of transmission of COVID-19
* If it is required under WHS laws to take reasonable care of their own health and not adversely affect the health and safety of others. For example, if the worker is working alongside or encountering vulnerable people in the workplace
* It is required by a third party, for example: a venue will not permit your crew to work at the venue if they are not vaccinated]

[**GUIDANCE NOTE (DELETE THIS LATER)**. The below applies to mandatory COVID-19 vaccination and voluntary vaccination policies captured above]

<insert Company name> may require Workers to provide evidence of their vaccination status upon request at any time during their employment or engagement:

* if vaccination is a legal requirement to perform their role
* if a third party requires the information in respect to the work performed by the Worker (for example approval to enter a state or territory of Australia, to enter a foreign country, a venue or by a producer or rights holder)
* for work health and safety considerations in relation to the workplace and arrangements for work or travel as an element of a risk assessment, or
* if <insert Company name> mandates vaccination for Workers in the future.

Evidence of vaccination status can include:

* Online [immunisation history statement](https://www.servicesaustralia.gov.au/individuals/services/medicare/australian-immunisation-register/how-get-immunisation-history-statement) or
* COVID-19 digital certificate from the [Australian Immunisation Register](https://www.servicesaustralia.gov.au/individuals/services/medicare/australian-immunisation-register)
* Evidence of a medical exemption.

Vaccination status will be recorded and kept in accordance with the applicable privacy laws.

[**GUIDANCE NOTE (DELETE THIS LATER)**. The below applies to workplace which have not mandated the COVID-19 vaccine]

Workers may be asked by <insert Company name> whether they have been vaccinated against COVID-19. We encourage Workers to share this information with us if you are comfortable to do so.

<insert Company name> will only collect and/or record a Worker’s vaccination status with the Worker’s permission.

# Records and Privacy

[[**GUIDANCE NOTE (DELETE THIS LATER)**. Vaccination and worker privacy is governed by the *Privacy Act.* Organisations with an annual turnover of $3 million or less are exempt under the Privacy Act. However, a best practice approach to privacy considerations in respect of the collection of vaccination status is encouraged.

[Guidance note (delete this later). An employee records exemption applies to private sector employees. This means that Privacy Principles do not apply to the handling of vaccination status information after it has been collected and held in an employee record. This does not apply to prospective employees, contractors or volunteers]

[[**GUIDANCE NOTE (DELETE THIS LATER)**. You may wish to require Workers to complete a Vaccination Information Status Form, with proof of vaccination status attached, during or prior to commencing employment.]

**Vaccination Status Information**

If <insert the Company name> requests a Worker’s vaccination status, <insert the Company name> will:

* inform the Worker of the purpose for collecting the information
* identify how the vaccination status will be collected (for example by obtaining or sighting a copy of the vaccination record) and stored
* restrict access to the Worker’s vaccination status and store it securely
* limit the disclosure of vaccination status to what is necessary to prevent and minimise the risk of spread of COVID-19 among workers, unless there is a legitimate and compelling reason to do so.

Vaccination status will be reviewed as the vaccination roll-out progresses and in accordance with any changes to requirements and/or government health advice.

Vaccination status records will be collected and retained in accordance with applicable privacy laws (noting the employee records exemption).

# Time Off Work for Vaccination

[**GUIDANCE NOTE (DELETE THIS LATER)**. There is no requirement to give additional paid leave to employees to attend a vaccination. Delete or amend below as required]

[**GUIDANCE NOTE (DELET THIS LATER). OPTION 1** – No additional time off]

Full-time and part-employees are entitled to use personal/carer’s leave to attend a COVID-19 vaccination appointment or to take any time off work if feeling unwell after receiving a COVID-19 vaccine.

Casual employees are entitled to take time off work to attend an COVID-19 vaccination appointment, and to take any time off work if feeling unwell after receiving a COVID-19 vaccine. In accordance with the National Employment Standards in the *Fair Work Act 2009*,this time off will not be paid.

[[**GUIDANCE NOTE (DELETE THIS LATER)**: **OPTION 2** – Additional paid time off]

Full-time and part employees are entitled to additional half day paid leave to attend a COVID-19 vaccination appointment or to take any time off work if feeling unwell after receiving a COVID-19 vaccine.

Casual employees are entitled to paid COVID-19 vaccination leave to attend a COVID-19 vaccination appointment, and to take any time off work if feeling unwell after receiving a COVID-19 vaccine, if this time coincides with a rostered shift.

# Compliance

Workers are required to comply with this Policy at all times.

Employees who do not comply with this Policy may be subject to disciplinary action, including but not limited to summary dismissal.

Contractors and Sub-Contractors who do not comply with this Policy may result in the <insert Company name> terminating the services agreement between the <insert Company name> and the Contractor or Sub-Contractor.

# Changes to this Policy

The <insert Company name> maintains its right to amend this Policy at any time. Workers will be notified of any Policy updates. The updated Policy will be available <insert for example: electronically on our server, will be sent you by email.> Workers are responsible for ensuring that they have read and understood the most recent version of the Policy.

Workers will be provided with the most recent version of the Policy on commencement of their engagement/employment.

If further information or clarification is required regarding the content of this policy, please contact <insert the Contact name> <insert position> <insert email address> <insert phone number>.

# Review

This policy was adopted by <insert the Contact name> on <insert date>.

This policy was last updated on <insert date>.