**Voluntary COVID-19 Vaccination Policy**

1. **Purpose**

Vaccination against viruses and other diseases improves the health and wellness of employees, reduces absences, decreases healthcare expenses, reduces doctor visits, and improves morale. The Company takes seriously its responsibility and duty to provide employees with a workplace (and desire to provide [customers, guests, patients, clients, vendors, etc.] with an environment) free of recognized and preventable/mitigable hazards, including COVID-19 and other viruses and infections.

This policy is intended to maximize vaccination rates against COVID-19 among Company personnel, especially those whose work requires their presence in settings involving direct interaction with co-workers [and/or customers, guests, patients, clients, vendors, etc.]. The goal is to protect – to the greatest extent possible – our employees [and customers, guests, patients, clients, vendors, etc.] and their families and the broader community from COVID-19 infection as we all do our part to survive this worldwide pandemic.

This policy is intended to comply with all federal, state, and local laws and is based upon guidance provided by the Centers for Disease Control and Prevention (CDC), the Department of Health and Human Services, and public health and licensing authorities as applicable. However, this policy does not assume any legal duty not mandated by law.

1. **Scope**

This policy highly encourages and promotes vaccination for [all/some] employees, and it also may apply to contractors and vendors with regular access and presence in the Company’s facilities (and, if so, they will be individually notified of this policy’s application to them).

1. **Requirements**

The Company will assist employees by providing on-site access to immunizations or identifying sites where employees may receive the vaccinations. Additionally, the Company will [pay for OR reimburse] any out-of-pocket cost of the vaccination if an employee receives a vaccination at one of these approved locations. If an employee decides to get vaccinated elsewhere at their own expense, they can establish that they have received a vaccination by presenting Human Resources with written evidence of immunization from the other authorized healthcare provider or source.

[IF INCENTIVES ARE PROVIDED: Because it believes so strongly in the benefits of vaccination, the Company will reward every employee receiving a vaccination with a [cash bonus, gift card, other item or benefit, entry in a raffle/drawing for large prizes, extra PTO days, etc.] upon completion of the necessary vaccination dose(s).]

[IF VOLUNTARY: Safety protocols may be required or recommended, as appropriate, for those who choose not to receive the vaccine even when it is available. These additional protocols may result in additional face covering and social distancing requirements, remote working, transfer to a different position or location, or may result in a leave of absence until vaccination is possible.]

1. **Vaccine Shortage Contingency**

In the event of a COVID-19 vaccine shortage, the Company will determine an appropriate distribution plan for the resources available. Human Resources and other departments will determine the allocation plan across the Company

To the extent a shortage requires prioritization, COVID-19 vaccines will be offered first to personnel based on underlying health risk for COVID-19 complications, risk of exposure to COVID-19 generally based on their job duties, and/or such other factors as recommended by the CDC or appropriate authorities.

1. **Medical and Religious Exemption Requests**

To assist any employee who is disabled, who is pregnant, who is a nursing mother, who has a qualifying medical condition that contraindicates the vaccination, or who objects to being vaccinated on the basis of sincerely held religious beliefs and practices, the Company will engage in an interactive process to determine if a reasonable accommodation can be provided without imposing an undue hardship on the Company or creating a direct threat to the health or safety of the employee or others in the workplace. However, because the Company only encourages and does not mandate vaccination, an employee need not request a medical or religious exemption to refuse the vaccination. An employee would need to request an accommodation only if the Company’s safety protocol recommendations resulting from non-vaccination adversely affect the employee.]

To request an accommodation for one of the above reasons, an employee must complete a ***Medical Accommodation Request Form*** or a ***Religious Accommodation Request Form*** (available from Human Resources). Once the Company receives the accommodation request form, it will engage in an interactive process to identify potential accommodations on a case-by-case basis. Employees must cooperate and participate in this interactive process honestly and in good faith, and employees may be asked to provide additional information in support of the accommodation request. Even if a disability or sincerely held religious belief is established by an employee, the request may be denied due the seriousness of the COVID-19 pandemic and the resulting undue hardship and/or direct threat posed by the lack of vaccination, depending on the circumstances.

1. **Non-Discrimination / Non-Retaliation**

As stated in its other policies, the Company does not discriminate against its employees or applicants with regard to race, color, religion, sex (including pregnancy, sexual orientation, or gender identity), national origin, age, disability and genetic information (including family medical history), or any other characteristic protected by applicable federal, state, or local law. The Company also accommodates disabilities and sincerely held religious beliefs to the extent required by law, and prohibits retaliation for any conduct protected by applicable law. Although an accommodation request may be denied if it poses an undue burden on the Company and/or presents a direct threat to the health and safety of others, the Company will not retaliate against any employee merely for requesting an accommodation.

If you believe that you have been treated in a manner not in accordance with this policy, please notify Human Resources immediately.

1. **Confidentiality**

The Company will keep all employees’ vaccination status and underlying medical condition(s) confidential, in accordance with the Americans with Disabilities Act (ADA) and any other applicable law or regulation.