

## **COVID-19 – VACCINE POLICY**

### **Policy**

A vaccine to prevent serious health effects from Coronavirus has been developed and made available to the public. The purpose of this policy is to set out our organisation's stance on the vaccine as it affects our workforce and the related rights of our employees.

### **Vaccine status**

Individual opinions on vaccines can vary greatly and we appreciate that having a vaccine is generally a personal choice, sometimes dictated by personal circumstances such as health or religion. The Government has not made the taking of the vaccine mandatory and therefore it remains a voluntary exercise.

### **Our stance**

As an employer, we have a duty to ensure the safety of our employees. In addition, the Health and Safety at Work etc Act 1974 requires employers to take all reasonably practicable steps to ensure the health, safety and welfare at work of all their workers. Despite the extensive measures we have taken to ensure that our workplace and our working arrangements are, and continue to be, COVID secure, the vaccine provides a greater level of personal safety against serious illness.

Because of this, we encourage our employees to take up the opportunity to have the vaccine when it is offered to them.

We expect our employees to be treated with dignity and respect by their colleagues in relation to their decision over the vaccine. Plastek UK Ltd will not accept any bullying or harassment, or other unwanted behaviour, against an employee because of their decision.

### **Making an informed decision**

It is normal that some of our employees may have concerns about having the vaccine. We encourage our entire workforce to make an informed decision by paying attention to official information sources such as the NHS. We would ask our employees to check the source of any information they read about the vaccine as we are aware that there is a certain amount of uncertified information available.

### **Having the vaccine**

Current Government strategy for vaccinating the UK population is formulated on a priority basis according to age, industry sector and vulnerable status. Employees will receive notification of their vaccine appointment which may be at their normal GP surgery or at one

of the vaccination centres set up specifically for this purpose. The vaccine is offered free of charge. It is currently administered in two doses, to be provided at separate appointments.

We encourage employees to verify a notification purporting to provide vaccine appointment details if this appears suspicious due to a number of scams attempting to gain bank details.

Employees should notify **Holly Lanckham – HR Administrator / Business Coordinator** of their appointment time on each occasion, giving as much notice as possible if time off work is needed. Employees should provide written evidence of the appointment date and time to their manager.

Whilst Plastek UK Ltd will collect information on the number of employees who have had the vaccine, this will be done anonymously. Whether a member of staff chooses to have a vaccine will also not be specified on their individual personnel file.

Employees should attempt to secure a vaccine appointment outside of their normal working hours or as close to the start or the end of the working day as possible. Time taken off work to attend the appointment will be paid.