

COVID-19 Vaccination Policy

Date

EFFECTIVE DATE: October 6, 2021

Context

The Bank is committed to protecting the health and safety of all of its employees and others in its workplaces. In the context of the COVID-19 pandemic that was declared by the World Health Organization, the mandates issued by the federal government, and direction provided by public health authorities, special health and safety measures are necessary to protect the health and safety of Bank employees and prevent the spread of COVID-19, and to ensure that the Bank's operations can continue, given its critical role to the Canadian economy in challenging economic times.

Policy Statement

The objective of this policy is to reduce the risk of transmission of COVID-19 in order to protect the health and safety of the employees of the Bank, and to protect the general public health of all Canadians by mandating all employees to be fully vaccinated against COVID-19 and its variants.

Scope

The Government of Canada has provided notice that it intends to require all federal public service employees, employees of federal Crown corporations and employees in the federally regulated air, rail, and marine transportation sectors to be fully vaccinated. This policy reflects the approach outlined by the Government and the recommendations of public health authorities. It applies to all Bank employees, regardless of their role at the Bank.

Accountabilities

Employees

- Get fully vaccinated against COVID-19 as soon as possible, and at a minimum, by the deadlines established by this policy.
- Adhere to and respect any accommodation measures put in place on legitimate human rights grounds.

Employee Relations

- Provide direction and guidance to employees with respect to the vaccination mandate.
- Manage the process to support leaders dealing with employees who are not compliant with the requirements of this policy.
- Manage requests for accommodation, provide guidance and work with the employee and their leader with respect to the implementation of accommodation measures.

Leaders

- Reinforce with employees the requirements of this policy and encourage compliance.
- Provide employees with guidance as to the requirements of this policy.
- Work with Employee Relations to manage and respond to any requests for accommodation and address issues of non-compliance.

Mandatory Policy Requirements

- a. The Bank will take all reasonable precautions to protect its employees and other individuals in its workplace from the risk of transmission of COVID-19.
- b. Bank employees are required to be fully vaccinated against COVID-19 and its variants. Employees must attest to and provide proof of one of the following:

[1] That they have been fully vaccinated against COVID-19 or will be fully vaccinated by November 22, 2021; or

[2] A legitimate medical, religious or other human-rights based reason for not being vaccinated against COVID-19.

- c. All contractors, visitors and other individuals entering Bank premises will be required to provide satisfactory proof of full vaccination prior to admission.
- d. To the extent that the Bank determines that, based on public health advice, fully vaccinated status requires one or more vaccine booster shots, employees may be required to provide subsequent attestation to the fact that they have received the necessary booster shots. Employees will be provided with advance notice of any booster requirement that is implemented.
- e. Information on the vaccination status of employees will be kept separate from other employee information and protected from unauthorized disclosure. The information will only be retained by the Bank or its delegated third party for as long as is required to administer pandemic health measures, and will only be accessed by those employees of the Bank or its contractors who have a need to access the information for those purposes.

- f. The Bank is committed to respecting its accommodation obligations under the *Canadian Human Rights Act (CHRA)*. Where an individual cannot receive a COVID-19 vaccine due to protected grounds under the *CHRA*, such as medical, religious or other protected reasons, and where the individual requires workplace accommodation as a result, the Bank will accommodate that employee to the point of undue hardship. Accommodation measures may include COVID-19 testing at regular intervals, observation of enhanced health and safety protocols, modifications to job duties or re-assignment to other duties, and/or other measures as appropriate.
- g. Employees who opt not to get fully vaccinated as required by this policy and who do not have a requirement for accommodation will be placed on special leave without pay or benefits ([COVID-19 Leave of Absence Without Pay or Benefits](#)) as of November 22, 2021. The status of employees on COVID-19 leave will be reviewed regularly.
- h. The duration of the COVID-19 leave may be limited by the Bank at its discretion, taking into account factors such as the public health environment, the risk to other individuals in the workplace, the impact on the Bank's operations and any other considerations relevant to the objectives of this policy. If an employee has not complied with this policy by the time that their COVID-19 leave comes to an end, their employment may be terminated at the discretion of the Bank without further notice or severance entitlement. Employees on COVID-19 leave will be provided with a reasonable opportunity to comply with the policy before their COVID-19 leave is ended.
- i. All employee attestations of vaccination status will be subject to verification by the Bank or its delegated third-party, at its sole discretion, and employees will be required to provide official proof of vaccination in accordance with the documentation available in the province where they were vaccinated.
- j. Failure to provide official proof of vaccination upon request after attesting to fully vaccinated status will be considered a serious breach of this policy and the *Code of Business Conduct and Ethics*. Any employee who makes a false attestation or who misrepresents their vaccination status will be subject to serious disciplinary measures, including termination of employment.

Review and Modification of Policy

The Bank will review the Policy on a regular basis and reserves the right to modify its contents at any time, based on current available public health information and any legislative, judicial or regulatory direction.

Employee Attestation

You are required to provide your attestation in this [online form](#).

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