

Australasian Dance Collective

COVID-19 Workplace Vaccination Policy

1. Purpose

Australasian Dance Collective (ADC) is committed to maintaining a safe and healthy workplace and to taking all reasonably practicable steps to identify and eliminate or, where that is not possible, reduce risks which may impact upon the health and safety of our people and visitors at our workplace.

In operating within the Live Performance Industry, it is common for our people to encounter other workers, clients, and members of the public. In 2022, ADC will undertake live performances in Brisbane; a tour of Queensland and other states/territories, performing in various venues and conducting workshops; travel to Switzerland for creative development work; continue its sector development and community engagement activities at its Brisbane workplace. These activities will involve many diverse interactions and require compliance with laws, health directives and policies in multiple jurisdictions.

ADC is implementing this policy to take additional measures to protect our people and visitors at our workplace from contracting and spreading COVID-19, so far as reasonably practicable in the context of the company's proposed 2022 activities.

COVID-19 vaccines have been approved by the Therapeutic Goods Administration (TGA) and are being offered to eligible persons for free. Our COVID-19 Workplace Vaccination Policy is part of our overall COVID-19 safety measures to ensure a safe working environment (in addition to our other health and safety measures such as our COVID-19 Health and Safety Plan) and to meet community expectations. This policy has been implemented following consultation with employees and a detailed risk assessment.

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 employees, contractors, participants in ADC activities and visitors to our workplace should continue to follow all other workplace health and safety measures and read this policy in conjunction with other relevant policies, procedures, documents, and agreements of ADC, including, but not limited to:

- ADC Health, Safety and Wellbeing Plan
- ADC COVID-19 Health and Safety Plan
- ADC Code of Conduct

3. Relevant legislation

This policy has been implemented with consideration to the Queensland Government's "Public Health and Social Measures linked to vaccination status - a plan for 80% and beyond" (as at 17 November 2021) and the following relevant legislation:

- Fair Work Act 2009 (Cth)
- Privacy Act 1988 (Cth)
- Work Health and Safety Act 2011 (Cth)
- Work Health and Safety Act 2011 (QLD)
- Anti-Discrimination Act 1991 (QLD)

4. Who this Policy applies to

This COVID-19 Workplace Vaccination Policy applies to all persons aged 16 years or older who attend at an ADC workplace (whether the ADC office and studio at the Judith Wright Centre or any other location under the management and control of ADC) ("**Employees and Visitors**"). Employees and Visitors include:

- full-time, part-time, casual, seasonal and temporary employees of ADC;
- 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 ADC;
- directors and management personnel of ADC;
- volunteers and anyone working in an unpaid capacity;
- an apprentice or trainee, work experience students and interns;
- ADC Youth Ensemble and Mature Ensemble members;
- participants in any ADC run programs, classes and workshops;
- prospective employees, including job candidates; and
- any other visitors at an ADC workplace.

5. Information about COVID-19 Vaccination

ADC endeavours to support and assist Employees and Visitors to be well informed about COVID-19 vaccines. People who are fully vaccinated with a TGA approved vaccine 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 can be obtained from Federal and State government sources as detailed in our COVID-19 Health and Safety Plan.

Employees and Visitors should seek medical advice about the COVID-19 vaccines in respect of their individual circumstances.

6. Mandatory Vaccination requirements

All Employees and Visitors must be fully vaccinated with an approved COVID-19 vaccine on and from 4 January 2022, unless they have a medical exemption.

All Employees and Visitors must show evidence of their vaccination status prior to commencement of their employment, engagement, participation, or attendance at any ADC workplace.

Employees and Visitors who do not have a medical exemption must have received the second dose of an approved COVID-19 vaccine by Tuesday 4th January 2022.

An approved COVID-19 vaccine means a COVID-19 vaccine that has been approved for supply and use by the TGA.

7. Medical and Accessibility Exemptions

EXEMPTIONS – Employees, trainees, interns

ADC 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 an employee of ADC is unable to receive the COVID-19 vaccine, ADC may consult with them to obtain further information or evidence. For the purpose of this clause 7, employee includes a trainee or intern.

If an employee of ADC is required but unable, due to a medical contraindication, to receive a COVID-19 vaccine, they must provide evidence of a medical contraindication certificate from a medical practitioner.

A medical certificate merely stating that the employee 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.

ADC may, at its discretion require the employee to have an independent medical assessment or seek specific evidence from the employee's medical practitioner.

Exemption Approval

ADC will consider the information and evidence provided and the employee's individual circumstances, to determine if, in ADC'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, ADC will consider the circumstances and may direct the employee to receive the COVID-19 vaccination. If the employee fails to comply with the direction, ADC will consider what, if any, disciplinary action it may take, up to and including termination of employment.

Considerations and Reasonable Adjustments

If an employee has an approved medical exemption, ADC will consider how it may affect the employee's employment or engagement. This consideration will include:

- whether the employee can remain employed, engaged, or commence with ADC
- leave options
- making reasonable adjustments (where appropriate) to allow an employee to continue to perform their role including, but not limited to:
 - working from home
 - suitable alternative duties.

EXEMPTIONS – Contractors and sub-contractors, participants in classes, programs or ensembles

If 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, ADC 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. For the purpose of this clause 7 contractor includes a participant in any class, program or ensemble who is not an employee of ADC.

ADC will consider the information and evidence provided and the contractor's circumstances to determine if, in ADC'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, ADC may consider whether the reasons provided by the contractor meet the criteria of a medical contraindication.

ADC will consider the outcome of the exemption approval having regard to the terms of the agreement between the contractor and ADC.

Ongoing COVID-19 Vaccination Requirements

ADC may:

- accept or not accept certain vaccinations (for example ADC may not accept a vaccination that has not been approved by the TGA);
- continuously review its decision and set new conditions when required, including, but not limited to extending or changing timelines for specific Employees or Visitors; and
- require that Employees and Visitors have additional doses of a COVID-19 vaccine (booster shots) and provide evidence to meet the mandatory vaccine requirement.

8. Proof of Vaccination

ADC may issue a direction to Employees and Visitors to provide evidence of their vaccination status upon request at any time during their employment, or attendance at an ADC workplace, including (without limitation):

- if a third party requires the information in respect to the work performed by the Employee (for example approval to enter a state or territory of Australia, 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 work-related travel as an element of a risk assessment.

Evidence of vaccination status can include:

- Online [immunisation history statement](#) or
- COVID-19 digital certificate from the [Australian Immunisation Register](#) or
- Check-in QLD app digital confirmation of vaccination status (green tick)
- Evidence of a medical exemption.

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

9. Records and Privacy

Vaccination Status Information

If ADC requests an Employee's or Visitor's vaccination status, ADC will:

- inform the Employee or Visitor 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 (if required)
- restrict access to an Employee'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 Employees and Visitors or to comply with public health orders and venue requirements.

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).

10. Time Off Work for Vaccination

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 a 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.

11. Compliance

Employees and Visitors are required to comply with this Policy at all times on and from 4 January 2022.

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

Non-compliance with this Policy by Contractors and Sub-Contractors may result in ADC terminating the services agreement between ADC and the Contractor or Sub-Contractor.

12. Changes to this Policy

ADC may amend this Policy at any time. Employees and Visitors will be notified of any Policy updates. The updated Policy will be available in ADC's office and studio, on ADC's SharePoint cloud electronically, and in the Company Policies Folder located in the administration office and will be sent to employees by email. Employees and Visitors are responsible for ensuring that they have read and understood the most recent version of the Policy.

Employees and Visitors will be provided with the most recent version of the Policy on commencement of their engagement/employment or, for visitors to ADC's workplace, a copy of the policy will be available at the ADC office and studio.

If further information or clarification is required regarding the content of this policy, please contact Nick Engler, General Manager, nick@australasiandancecollective.com

13. Review

This policy was adopted by Australasian Dance Collective, and approved by the ADC Board of Directors on 01 December 2021

This policy was last updated on 17 December 2021