

COVID-19 Vaccination Policy

Effective Date: 1st April 2022

Policy Owner: Digycue IT Services India Pvt Ltd

Applicable To: All Employees, Contractors, and Visitors

1. Purpose

To safeguard the health and safety of employees, clients, and visitors, this policy outlines the company's stance on COVID-19 vaccination, testing, and workplace safety measures in accordance with public health guidelines and legal requirements.

2. Scope

This policy applies to all employees (full-time, part-time, temporary), contractors, and visitors entering company premises or participating in company-sponsored events.

3. Vaccination Requirement

- **Strongly Recommended:** The company strongly encourages all employees to stay up-to-date with COVID-19 vaccinations, including booster doses as recommended by health authorities.
- **Mandatory for High-Risk Roles (if applicable):** Certain positions (e.g., healthcare, close-contact roles) may require vaccination due to job responsibilities.
- **Exemptions:**
 - Medical exemptions (with documentation from a licensed healthcare provider).
 - Religious or strongly held personal beliefs (subject to review and accommodation where legally required).

4. Proof of Vaccination

Employees in roles requiring vaccination must submit proof (e.g., CDC card, digital health pass) to HR. Records will be kept confidential and stored securely.

5. Testing & Safety Measures for Unvaccinated Employees

- **Regular Testing:** Unvaccinated employees (without exemptions) may be required to undergo periodic COVID-19 testing (frequency determined by company policy).
- **Mask Mandates:** Unvaccinated employees may be required to wear masks in shared spaces, depending on local transmission rates.

6. Workplace Safety Protocols

All employees, regardless of vaccination status, must adhere to:

- **Symptom Monitoring:** Stay home if experiencing COVID-19 symptoms.
- **Hygiene Practices:** Frequent handwashing, use of sanitizers, and disinfecting shared workspaces.
- **Social Distancing:** Follow distancing guidelines if reinstated due to outbreaks.

7. Leave & Accommodations

- COVID-19 Leave: Employees diagnosed with COVID-19 may use sick leave or follow local leave laws.
- Remote Work: Temporary remote work may be approved for high-risk employees or during isolation periods.

8. Non-Compliance & Enforcement

- Failure to comply with testing/masking requirements may result in disciplinary action, up to and including termination.
- Fraudulent vaccine documentation will result in immediate termination.

9. Policy Review & Updates

This policy will be reviewed periodically and adjusted based on CDC, WHO, and local health authority guidelines.

Acknowledgment:

By signing, I confirm that I have read and understand this COVID-19 Vaccination Policy.

Employee Name: _____

Signature: _____

Date: _____

Note: This policy balances health precautions with legal considerations. Companies should consult legal counsel to ensure compliance with local laws (e.g., EEOC, OSHA, state mandates). Let me know if you'd like modifications!