

Covid-19 Vaccination Policy

Summary document, as at 19 November 2021

Purpose:

At the heart of our approach is the health, safety and wellbeing of our staff, members, customers and wider network, and ensuring we can continue to operate our core business and deliver courses and events safely and effectively when the Government implements its [Covid-19 traffic light system](#).

The vaccine policy will allow us greater certainty for our members, and for our branches, and enable us to deliver events and courses at all levels of the traffic light system.

The policy has been developed following engagement with our team, positive support for vaccine requirements from our members and advice from external health and safety experts. As a leader in the governance community, the IoD seeks to be an exemplar in health, safety and wellbeing best practice. This has informed our decision-making, and will be demonstrated in our practices and policies.

Scope and application:

The Covid-19 IoD Vaccination Policy (the Policy) applies to all IoD employees, contractors, facilitators, and volunteers, Council, Branch Committees, and the IoD Board. The policy also sets out expectations of visitors to our workplace and at events and courses run by IoD. This includes members, customers attending face-to-face events and meetings, clients, guests, tradespeople and service providers/visitors.

How the policy applies to our members and customers

- From **3 November, 2021** all attendees, facilitators and staff are required to be fully vaccinated if they are attending any face-to-face IoD courses.
- From **1 December 2021** all visitors to IoD offices must be vaccinated. Some exemptions to this do apply eg for non-standard deliveries or tradespeople but strict safety measures are in place. Suppliers have been advised their employees will need to be vaccinated to provide services to the ioD.
- From **1 January 2022**, all IoD face-to-face branch activities and events will require attendees, including staff, facilitators, guest speakers, and branch members to be fully vaccinated. If the traffic light system comes in earlier than 1 January 2022, this requirement will be effective at the date the traffic light system commences.

For the purposes of the Policy, being fully vaccinated means:

- having received all doses of a government approved Covid-19 vaccine; and
- showing the IoD evidence of your vaccination if requested eg a vaccine pass or vaccine certificate where vaccination is a requirement of your role or attendance.

When the traffic light system comes in, [vaccine passes](#) will be required to be shown on entry to all events or courses.

Additionally, vaccines issued overseas will be able to be verified on the vaccine pass in time for the traffic light system.

Medical exemptions

People that are [medically exempt from receiving the vaccination](#) can be issued with a vaccine pass. This is a very small number of people, who pose very low risk and are issued the vaccine pass by the MoH on a strict assessment criteria. Those with a medical exemption will qualify for visiting an IoD site or attending a course or event, only if they have a vaccine pass.

Vaccination records of customers and members

We will not be holding medical information about members or customers.

While we are at level 2, We are requesting vaccine status confirmation from people already booked on 2021 courses, Once the traffic light system comes in to place your vaccine pass will be required as proof of vaccination. This information will be deleted once the course begins.

How the policy applies to IoD staff

We have assessed the roles of all our people and the potential risk they pose to others in performing their role.

Roles have been categorised as lower, medium and high risk. Control measures have been established for each category of role and our approach has been reviewed externally.

- If a role is designated as **high-risk**, being vaccinated *and* following other safety controls is a requirement. These are roles that deliver our face-to-face training and events with members and customers or regularly work in these environments, and includes our leadership team
- If a role is designated as **medium or lower risk** staff will be required to be vaccinated *or* comply with all other safety controls at all times to mitigate risk of transmission. This will include physical distancing and wearing masks in the office and when meeting stakeholders, not attending any meetings or gatherings of 10 or more people in the office, not attending any IoD events or courses, and working from home when New Zealand is at levels orange and red of the traffic light system.
- To protect our people going forward, we will require all new employees be vaccinated as a condition of employment, excepting of course where it may discriminate on the grounds or religious beliefs, medical exemption or disability.

Please contact membership@iod.org.nz for general enquiries regarding the policy, or governancedevelopment@iod.org.nz with any course enquiries.