

COVID-19 Vaccination Policy

Introduction

COVID-19 vaccinations are free of charge on the NHS. They are currently being administered according to a priority list at vaccination centres across different locations in the UK. This policy sets out Bounty Joy Limited's position on employees being vaccinated and how the vaccination programme and Government recommendations impacts our colleagues.

Who is this Policy for?

This policy is for:

- All Bounty Joy Limited employees and/or workers

Company requirement – Field colleagues only

In a similar way to government legislation that will require everyone working in the NHS and Care Quality Commission registered care homes to be fully COVID-19 vaccinated with both doses, Bounty Joy Limited requires this of its Field colleagues.

Field colleagues are in the privileged position of visiting NHS maternity wards on a daily basis, to distribute our much-valued Newborn packs and take beautiful portraits of newborn babies. It is therefore a NHS and a company requirement that all field employees are fully vaccinated with both doses as mums and newborn babies are vulnerable to Covid-19. This is to protect our colleagues, their families and the newborn babies and parents that we interact with on the maternity wards from any potential transmission. Please show your line manager NHS proof of your vaccination documentation on your first day of employment or your first day of training, whichever is soonest.

Should you have any concerns regarding the Covid-19 vaccine and your employment, then please contact your line manager to discuss, or alternatively contact the HR department on hr@bounty.com.

Individual's decision – Support colleagues only

We ask that, support colleagues also take the opportunity to be fully vaccinated, and we encourage our support workforce to make an informed decision by:

- reading up about COVID-19 vaccinations via official sources;
- paying attention to the information the NHS provides when offering a vaccine; and
- being wary of misinformation around COVID-19 vaccinations put out by unreliable sources.

Please see appendix for links to official advice and guidance.

Time off for vaccination appointments

Should your vaccination appointment be during your working day, please contact your line manager to let them know. On proof of appointment, colleagues can take time off to attend COVID-19 vaccination appointments. If Field based, you have the choice to receive your base hourly rate for that appointment hour or re-schedule your shift. This should be agreed with your line manager before the appointment.

All colleagues should obtain line manager approval before taking time off to attend a COVID-19 vaccination appointment. You should give your line manager as much notice as possible that you would like to take time off for this purpose.

Return to work following vaccination appointments

Following a vaccination, providing you feel well, you should be able to resume your normal activities, including working.

This means that you should return to work as soon as you feel well enough after your vaccination appointment.

However, if you are unwell after receiving a COVID-19 vaccination, you should take sickness absence in the usual way. Under our [short-term sickness absence policy](#), you should notify your line manager by telephone by 9:00-9:30am.

Treating colleagues with respect

We recognise that the subject of the COVID-19 vaccination programme can be divisive and lead to the expression of strong opinions. However, everyone must remain responsible and respectful when communicating with their colleagues about COVID-19 vaccinations.

Employees must not act against colleagues in a way that could amount to bullying or harassment, for example mocking a colleague's views on COVID-19 vaccinations or foisting their own views on COVID-19 vaccinations on others.

For example, the harassment or intimidation of colleagues because of their views or individual circumstances may lead to disciplinary action, up to and including dismissal.

Any employee who is offended by, or concerned about, a colleague's behaviour in this regard should raise the matter with their line manager and/or can raise a formal complaint via our grievance procedure.

Social distancing after Vaccination

Vaccination does not prevent transmission of COVID-19, therefore you must still adhere to the Government's COVID-19 guidelines in terms of Self-isolation (if you or someone you live with has symptoms of coronavirus), social distancing, PPE etc. Full details are in the **Working Safely in a Hospital Environment during Covid-19 Policy** document.

Non-vaccinated employees

Should you have a medical exemption/reason why you cannot be fully vaccinated against COVID-19, then this should be discussed with your line manager and/or HR during the application process, or, if employed, as soon as you become aware of this advice. Should you lie about receiving the vaccination, or provide false evidence of vaccination, then this may result in suspension from duty whilst investigations take place, and ultimately further disciplinary action - up to and including dismissal.

I **Confirm that I have read, understood and agree to comply with this policy.**

Date:.....

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Appendix

Further information

Information on the national COVID-19 vaccination programme is set out at:

- www.gov.uk/health-and-social-care/health-protection-immunisation, including details of:
 - the priority list for vaccination;
 - vaccination of specific groups, such as pregnant individuals and older people; and
 - what to expect after your vaccination, including guidance on returning to normal activities; and
- www.nhs.uk/conditions/coronavirus-covid-19/coronavirus-vaccination/coronavirus-vaccine, including details of:
 - who can get a vaccination;
 - the safety and effectiveness of being vaccinated; and
 - what to expect after your vaccination, including potential side effects.

In addition, information on local arrangements is available;

England - www.england.nhs.uk/coronavirus/covid-19-vaccination-programme

Northern Ireland - www.publichealth.hscni.net/covid-19-coronavirus/northern-ireland-covid-19-vaccination-programme

Scotland - www.nhsinform.scot/healthy-living/immunisation/vaccines/coronavirus-covid-19-vaccine

Wales - www.phw.nhs.wales/topics/immunisation-and-vaccines/covid-19-vaccination-information].