

Document Type:	Policy	
Division:	HR	
Document Code:	Covid-19	
Document Name:	IANZ Covid-19 Vaccination Policy	

1 Purpose

To protect our workforce, customers and our ability to continue delivering services.

2 Background

As part of the IANZ approach to managing the pandemic, IANZ implemented a COVID-19 operational plan, which outlined safe work practices at Alert Levels 2 & 3 within the office and for on-site assessments. IANZ has now updated these plans to reflect the COVID-19 Protection Framework ('traffic light system').

Risk Assessment

With the now widespread availability of a COVID-19 vaccine, and the publication of the New Zealand Government's COVID-19 Protection Framework, IANZ has also fully revised its COVID-19 health and safety risk assessment. The revised assessment has identified that COVID-19 vaccination is the single most effective action to reduce the likelihood and consequence of harm arising from COVID-19 infection to IANZ employees, council members, consultants, contractors, and technical experts. It is also one of the most effective actions for reducing the likelihood of the transmission of COVID-19 to others with whom the aforementioned may come into contact during the course of their duties for IANZ. This risk assessment has led to, and is the basis for, the development of this policy.

3 IANZ Policy

This Policy reflects the latest available information and identifies the role of vaccinations in the overall response to the COVID-19 pandemic.

The role of vaccinations within IANZ

The objectives of the vaccination requirements set out in this policy are to:

- Provide a safe workplace for workers within the office and during the course of on-site assessments (including travel); and
- Ensure business continuity and to support the business's ability to continue delivering IANZ services to clients and stakeholders.

Until now, IANZ strongly encouraged all employees, council members, consultants, contractors, and technical experts to be vaccinated with the Government-approved COVID-19 vaccine/s. IANZ needs to maintain an absolute focus on the safety of its people and clients, as well as ensuring the continuity of service delivery for our client base.

IANZ acknowledges that vaccination is a personal decision that everyone will have to make, and there may be circumstances in which individuals are advised by their medical practitioner not to receive the approved COVID-19 vaccine/s for medical reasons. It may also be the case that individuals choose not to be vaccinated because of personal views or beliefs.

However, if IANZ employees, council members, consultants, contractors and technical experts are not vaccinated, for any reason, different conditions will apply to them.

Vaccination Requirements:

Where the COVID-19 vaccine is available, vaccination is a reasonably practicable step under the Health and Safety at Work Act 2015 to protect the health and safety of the IANZ employees, contractors, customers, visitors, and anyone else with whom our people come into contact. It is also an effective way to mitigate the risk to business continuity and support the provision of essential services and lifeline utilities. It is valid for employers with serious health and safety concerns in relation to non-vaccination, to require certain roles/work be undertaken by a vaccinated person.

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Therefore, IANZ employees, council members, contractors, consultants, and technical experts are required to be fully vaccinated¹ with an approved COVID-19 vaccine in order to access IANZ or customer and stakeholder workplaces.

All new employees from the date this policy comes into effect, will be required to be fully vaccinated¹ as per the terms of employment under their individual employment agreement.

When confirming that an IANZ employee, council member, consultant, contractor, or technical expert has been vaccinated, IANZ will ask them to provide proof of vaccination in the form of the Government approved, My Vaccine Pass. Any further vaccinations received, i.e. booster shots, should be advised to the IANZ People and Culture Manager.

If the employee, council member, consultant, contractor, or technical expert chooses not to provide proof of having received the vaccine, or does not wish to disclose their vaccination status, they will be deemed to be not vaccinated.

Those who choose not to be vaccinated or provide proof of vaccination:

If individuals choose not to receive the vaccine, or do not provide proof of having received the vaccine, then this will require IANZ to work through what this means for each of those individuals on a case-by-case basis.

There are a range of options that may be available and those options are likely to differ depending on the circumstances at the time. In considering these options, IANZ will recognise the likelihood that this vaccination policy will be in effect for a finite period.

By way of example, in a role carried out by an IANZ employee, options could include but are not limited to:

1. Directing the individual to carry out duties from home, if their role permits;
2. A period of unpaid leave until another vaccine is made available; or
3. Termination of employment.

Termination will be a measure of last resort, and IANZ will explore and consider other options with meaningful discussions with the individual concerned. However, termination of employment may be the only option if, by choosing not to receive the vaccine or by not providing proof of having received the vaccine, the individual can no longer perform their role.

Application of this Policy:

This Policy applies to all employees, council members, contractors, and technical experts working for, and on behalf of IANZ in a full-time, part-time, or casual capacity, regardless of whether they are employed on an individual, collective, casual, or fixed term employment agreement.

This policy comes into effect from the date it is ratified and signed on behalf of Council. Individuals who are not fully-vaccinated on the day the policy comes into effect must achieve full vaccination status within four weeks of the signing date.

Changes to this Policy

IANZ may, at its sole discretion, amend, modify, revoke, or replace this policy as required. This may be necessary as the science, COVID-19 variants, or situation changes.

4 Privacy

The privacy of information relating to you is governed by the Privacy Act 1993 and the Health Information Privacy Code 1994. Information collected from you on your vaccination status will be held in a secure location within the HR system.

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Paul Connell - Chair
On behalf of Council
8th December 2021

Revision History

Issue No.	Issue Date	Summary of Changes
1	8 Dec 21	Initial issue

ⁱ Note: Fully vaccinated includes recommended booster shots