

**2026**

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# **NETWORK AID AFRICA VACCINATION POLICY 2026**

**ENHANCING THE HEALTH & SAFETY OF THE WORKPLACE  
& PARTNERS**



## **Network AID Africa Vaccination Policy 2026**

### **BACKGROUND:**

This Vaccination Policy (the "Policy") is made effective as of the following date: December 4th, 2023. This Policy outlines the terms, conditions, procedures, and expectations regarding vaccinations for employees of NETWORK AID AFRICA. The purpose of this Policy is to minimize transmission of viruses in the workplace by providing protection to workers and preventing community transmission.

This Vaccination Policy is a document used by the Organisation to reduce the risk of workplace transmission of viruses and diseases that can be prevented by using vaccines through the developing guidelines for employee, {employee refers to paid, unpaid} vaccinations. This Vaccination Policy is an important tool to keep everyone safe and let all employees know what is expected of them concerning health and safety. This policy also outlines the vaccination exemptions, alternative requirements for vaccine-exempt employees, and the consequences of non-compliance. Organisations use this document to tailor the Vaccination Policy to best fit their needs and stay up to date with health information provided by reputable sources. This policy allows the Organisation to make its expectations for employee vaccination known to the employees. This gives everyone notice and helps the parties avoid future confusion or disputes.

This document includes all of the essential information for the policy, including which employees are covered, which employees are exempt, alternative requirements for vaccine-exempt employees, and whether employees will be required to show proof of vaccination to the employer.

One important feature of this document is a section regarding non-compliance. This section details what will happen to employees who do not comply with the vaccine policy. The Organisation have the option of giving a written warning to a non-complying employee, providing a grace period for employees to comply, and/or giving additional consequences such as suspension or termination. By including this information, the organisation had made it crystal clear to employees the consequences they would be facing, up to and including termination, if they chose not to comply with the policy.

After completing this document, the organisation should print it, distribute it to their employees, and have them sign it. The organisation should keep the original signed copies of the policy in case of a future dispute while letting employees keep a copy that they can refer to in the future.



By signing this document, an Employee agrees to the following terms:

## **I. SCOPE:**

1. This Policy requires that all employees who work for the Organisation maintain up-to-date vaccinations to protect the health and safety of personnel, visitors, and the community from infection.
2. The following individual will act as the authorized person responsible for implementing and applying this policy in the workplace: ADMIN

## **II. VACCINE REQUIREMENTS:**

3. The following vaccinations will be required for all above-described employees:
  - a) Flu
  - b) Covid-19
  - c) Tetanus
  - d) Meningitis
  - e) Measles, mumps, and rubella (MMR)
  - f) Varicella (chickenpox)
  - g) Hepatitis A
  - h) Hepatitis B
  - i) Pneumococcal
  - j) Pertussis (whooping cough)
  - k) Yellow fever
  - l) HIV
4. All covered individuals must abide by the vaccination schedule approved by their licensed healthcare professional
5. Paid time off will be given to employees to receive required vaccinations.
6. Employees will receive the following bonuses and/or benefits in exchange for their compliance with the Policy:

All vaccinated employees (full or part-time) will enter a draw to receive a gift and will have three days of paid time off.



7. All individuals must certify that they have received the necessary vaccinations and maintain a copy of the certification, which workers must provide within 5 days of the Organisation's request.

8. New hires must present proof of the required vaccines within 30 days after their start date.

9. New hires hired outside of the months when certain vaccines are available will be notified of the Organisation's vaccination policy and will be expected to comply with vaccinations in the next applicable season.

### **III. EXEMPTIONS FROM VACCINATION:**

10. Only individuals meeting the conditions listed below or having sincerely held religious objections will be exempt from vaccinations:

a) Individuals with severe (life-threatening) allergies to components of the vaccine  
Documentation from a licensed healthcare provider is required.

b) Additional conditions which may exist as certified by a licensed healthcare provider.

11. Any individual who meets these conditions and still desires to get a vaccine should discuss the matter with a primary healthcare provider.

12. To be eligible for an exemption, an Employee must provide the Organisation with a request in writing, as well as any applicable or relevant documentation. The organisation will review any exemption documentation and follow up as needed.

13. To decrease the risk of transmission, individuals who do not receive the required vaccinations due to a medical exemption or based on a sincerely held religious belief must adhere to the following:

Always wear a mask when working on the Organisation's property, except when outside

a) Work from home

b) Provide negative tests upon request

c) Further additional measures:

i. Doctors' checkup every 6 months; # of in-person client meetings.

14. Upon verification, all individuals with approved exemptions to vaccinations must provide signed written documentation stating compliance with the Organisation's policy referenced above. The organisation will provide names of persons required to adhere to this exemption policy only to the relevant managerial parties, which may include department leadership. However, details of the reason for the exemption will not be given to supervisors, managers, or department leadership.



#### **IV. NONCOMPLIANCE CONSEQUENCES:**

15. Individuals without documentation of vaccination or valid exemption will be considered non-compliant with vaccination requirements.

16. If vaccination has not occurred within the time frames specified within this policy, the individual will receive a written warning from their supervisor that they are not in compliance with the vaccination policy. The Employee will have 30 days to comply (either through vaccination, proof of valid medical exemption, or proof of religious accommodation approved by the Organisation) with the Policy.

17. If the Employee is not in compliance within 30 days of the written warning issuance, the Organisation will suspend the Employee according to the following terms:

employee will have three months unpaid suspension until and unless comply with the vaccine requirement policy

18. After suspension, if the Employee is still not in compliance with the Policy, the Organisation will terminate the individual's employment.

#### **V. ACKNOWLEDGMENT:**

19. By signing this, Employees acknowledge and confirm that they have read and understood this Policy and agree to comply with all provisions herein.

20. Employees acknowledge and understand that this Policy is a guide and does not create contractual obligations upon the Parties. Any existing employment contracts shall prevail.

#### **VI. GOVERNING LAW:**

21. This Policy shall be governed by the laws of the State of Alabama. Both Parties consent to jurisdiction under the state and federal courts within the state of Alabama. The Parties agree that this choice of law,

#### **VII. EXECUTION:**

IN WITNESS WHEREOF, the undersigned Employee acknowledges their receipt and understanding of this Policy:

Employee Signature

Employee Name

Date