

## Our Vaccine Policy

### **Purpose:**

This policy outlines the company's approach to COVID-19 vaccination to ensure the health and safety of all employees, clients, and stakeholders. The policy aims to reduce the risk of transmission within the workplace and support public health efforts.

### **Scope:**

This policy applies to all employees, contractors, interns, and visitors within company premises and at company-sponsored events.

### **Policy Statement:**

The company strongly encourages all employees to receive the COVID-19 vaccine. We believe that vaccination is a critical component in maintaining a safe workplace and supporting the health of our community.

### **Vaccination Requirements:**

- **Employees:** All employees are encouraged to get vaccinated. Proof of vaccination will be requested (as and when required during hiring process) and kept confidential.
- **New Hires:** Proof of vaccination is required for all new hires as part of the onboarding process.
- **Contractors and Visitors:** Contractors and visitors are encouraged to be vaccinated and may be required to show proof of vaccination depending on the nature of their visit.

### **Accommodations:**

Employees who are unable to receive the vaccine due to medical conditions or sincerely held religious beliefs may request an accommodation. Requests will be reviewed on a case-by-case basis, and reasonable accommodations will be provided where possible.

### **Confidentiality:**

The company will ensure that all medical information, including vaccination status, is kept confidential and stored separately from personnel files. Access to this information will be limited to authorized personnel only.

### **Safety Protocols:**

Regardless of vaccination status, all employees must continue to follow established safety protocols, including:

- Wearing masks in designated areas
- Practicing social distancing
- Adhering to hygiene practices such as frequent handwashing

### **Remote Work and Flexible Arrangements:**

The company will continue to support remote work and flexible scheduling where possible to accommodate employees who may be at higher risk or have other concerns related to COVID-19.

### **Education and Support:**

The company will provide ongoing education about the benefits of vaccination and access to resources to support employees in getting vaccinated. This includes:

- Information sessions with healthcare professionals

- Links to local vaccination sites and scheduling assistance
- Paid time off to receive the vaccine and recover from any potential side effects

**Compliance and Enforcement:**

Failure to comply with this policy may result in disciplinary action, up to and including termination of employment. The company reserves the right to modify this policy as needed in response to changes in public health guidance or company operations.

**Review and Amendments:**

This policy will be reviewed regularly and updated as necessary to ensure alignment with public health recommendations and legal requirements.

**Contact Information:**

By implementing this vaccine policy, we are committed to protecting the health and well-being of our employees and contributing to the broader public health effort. Your cooperation and understanding are appreciated as we navigate these challenging times together.

For questions or more information about this policy, please contact the Human Resources Department at [hr@mdaedge.com](mailto:hr@mdaedge.com)