

## COVID-19 Vaccination Declaration Form

I, \_\_\_\_\_, acknowledge that I have read and accept the AEC's COVID-19 Vaccination Policy and have received the primary dosage of an approved COVID-19 vaccine and acknowledge that I will provide suitable evidence of this when I commence work with the AEC.<sup>1</sup>

I acknowledge that compliance with the Policy and provision of evidence is a condition of employment for all APS staff and that the offer of employment may be withdrawn or administrative action taken in the case of non-compliance.

**OR,**

I, \_\_\_\_\_, acknowledge that I have read and accept the AEC's COVID-19 Vaccination Policy but am unable to obtain the required primary COVID-19 vaccination dosage, due to medical contraindication or an 'other' reason and I acknowledge that I will need to attain and maintain an AEC approved exemption to commence and continue working for the AEC.

I acknowledge that compliance with the Policy is a condition of employment for all APS staff and that the offer of employment may be withdrawn or administrative action taken in the case of non-compliance.

Please note, an exemption **must** be approved by the AEC before commencement of work with the AEC.

Declaration	
I declare that the above information is true and correct:	
Signature: _____	Date: _____

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<sup>1</sup> Currently, primary dosage means two doses of any approved vaccine at that time, according to Federal Government recommendations. The Federal Government recommendations on primary doses may change over time and the recommendations of that time will apply as the AEC definition.

## New APS Employees

The following procedures outline the exemption process for staff who are employed after the implementation of the COVID-19 Vaccination Policy.

### Medical or Other Exemption

New APS staff, who are unable to obtain their primary COVID-19 vaccination dosage, due to medical contraindication or an 'other' reason, will need to request an exemption as a part of the onboarding process.

The onboarding process is **on hold** whilst the exemption request is being considered by the delegate. Onboarding **cannot** continue until the prospective employee has an AEC approved exemption.

To apply for an exemption:

1. Contact the Recruitment team via [Recruitment@aec.gov.au](mailto:Recruitment@aec.gov.au), notifying them of your intent to seek an exemption.
2. The Recruitment team will notify Work Health and Safety (WHS), who will provide you with a "Request for an Exemption under the COVID-19 Policy (for prospective workers)" Form, which must be filled in.
3. Send the form, with the requested supporting evidence attached, to [WHS@aec.gov.au](mailto:WHS@aec.gov.au)
4. The WHS team will review the reason for the exemption request and any evidence provided and contact you regarding any further information that is required. The WHS team will consult with your business area and seek advice from relevant areas if required (e.g. the Employee Relations Team).
5. The WHS team will assess the request taking into account your role, the risks of that working environment and reasonably practicable safety controls that could be applied if an exemption were to be approved.
6. The WHS team will include its comments and recommendations into the form and provide the form and supporting evidence to the Delegate (Chief People Officer) for decision.
7. Once the Chief People Officer makes a decision, you will be notified of the decision in writing. If your exemption request has been approved, you will also be advised of any conditions of approval (e.g. wearing additional PPE in the workplace). If your exemption has not been approved, you will be provided the reasons for this decision.
  - a. If an exemption is approved:
    - i. you and your manager will be required to agree to the safety controls and you **must** work together to ensure adherence to the safety controls
    - ii. if you are granted a temporary exemption, your exemption will be subject to a review as appropriate. You will need to reapply for an exemption before the current approved exemption expires.
  - b. If the request for exemption is not approved, the onboarding process will cease, and you will not be able to commence work with the AEC.

The Payroll team will ensure that Aurion is updated with the outcome of the exemption request, including the exemption review date (if applicable) and safety controls. This will be visible to you and your managers upon commencement.

In the event that your exemption request is not approved and you wish to seek a review of the decision:

1. Outline your reasons for requesting a review, and send any additional evidence to support the request to [WHS@aec.gov.au](mailto:WHS@aec.gov.au). This must be done no longer than 2 business days after you have been notified that your exemption request has not been approved.
2. The WHS Team will consider your request for a review and may reassess the exemption request taking into account any additional evidence. If required, the WHS Team will seek advice from relevant areas.
3. If the WHS Team considers that there is sufficient grounds to ask the Delegate to reconsider the original decision, they will provide their recommendations to the Delegate (Chief People Officer) seeking a new decision on the exemption request.
  - a. If the request for review is declined or if a review confirms the decision not to approve your exemption request you will not be able to commence work with the AEC.
  - b. If an exemption is granted, you will be able to commence with the AEC provided the conditions of your exemption are met.