



# CREA COVID-19 VACCINATION POLICY

## Purpose

The Canadian Real Estate Association (CREA) is committed to providing a safe working environment for our employees, our contractors, our members and members of the public with whom we interact regularly. The purpose of the Vaccination Policy (the "Policy") is to provide guidelines pertaining to the expectations and requirements of staff with respect to COVID-19 and vaccination.

In our day-to-day site operations, we have a responsibility to protect all employees and the community in which we operate, and it is for this reason that it is critical that CREA and its staff take any and all precautions to protect against COVID-19.

It is the policy position of CREA to strongly recommend and encourage all Team Members to become vaccinated against COVID-19, as recommended by the Ministry of Health and Provincial Health Officers. Vaccination includes any subsequent dose, booster or boosters that may be required or recommended by the Ministry of Health.

## Scope

This Policy applies to all CREA employees, contractors, and any other individuals employed or contracted to provide service in any capacity to CREA, collectively the "Team/Team Members". In addition, this policy applies to visitors to our premises located at 200 Catherine Street, Ottawa, Ontario (the "Premises"), and to any off-site meetings hosted by CREA.

**This policy is effective as of October 18, 2021.**

## Disclosure of Vaccination Status

All Team Members must provide proof of their vaccination status, in writing, via email to Human Resources, indicating whether by October 18, 2021 they are fully vaccinated, partially vaccinated, not vaccinated and do not intend to get vaccinated, or to indicate they prefer not to disclose their vaccination status. Those Team Members who are unvaccinated, or choose not to disclose their vaccination status will be considered by CREA to be unvaccinated for the purpose of this Policy and all COVID-19 infection control measures.

Team Members who are not able to obtain a COVID-19 vaccine for a reason related to a protected ground under human rights laws can request accommodation and cooperate in the accommodation process. All accommodation requests require written proof in support of the need for accommodation.

Those Team Members who are unable to obtain a COVID-19 vaccination for a medical reason must provide written confirmation from a physician or nurse practitioner that demonstrates:

- that there is a medical reason that the employee cannot be vaccinated against COVID-19; and
- the effective time period for which this medical reason is expected to persist.

If the medical reason that the Team Member cannot be vaccinated against COVID-19 is temporary, the Team Member must provide confirmation of COVID-19 vaccination status as soon as reasonably possible after temporary period has ended.

Team Members who elect not to be vaccinated due to personal choice or who refuse to disclose their vaccination status shall not be permitted access to the Premises and must comply with the remote work arrangements as defined in our Remote Work Policy. Should an unvaccinated Team Member or Visitor require access the Premises, they will be required to seek authorization in advance and, if approved, shall comply with the applicable screening protocols as per CREA's COVID-19 workplace health and safety requirements. Such arrangements for access would be on an exception basis only and does not constitute a means of regularly working from the Premises.

The health and safety of our Team is our top priority, and this will help reduce the potential for COVID-19 transmission in the workplace. This will include the continued use of personal protective equipment or other measures deemed necessary by CREA and subject to change to align with Public Health protocols.

## **Accommodation Requests**

Despite any other provision in this policy, CREA will comply with its duty to accommodate under the appropriate human rights laws, based on the province of residence.

Where a Team Member provides a medical, religious, or other valid reason for having not received a COVID-19 vaccination, CREA will work with the Team Member to develop and implement an appropriate accommodation. Any Team Member who requires accommodation in relation to this policy is asked to advise the Director, People and Culture (Tracy Tapp), and provide applicable documentation.

## **Confidentiality**

The information collected will be used for the purposes of tracking vaccination rates, return to office planning, developing and implementing health and safety measures, and to comply with guidance and direction from government and health authorities.

CREA will disclose your vaccination status to limited Human Resources personnel, and your status may be disclosed to your manager or other CREA employees responsible for determining compliance with COVID-19 measures, or as may be required by law or on the direction of public health authorities. CREA will keep vaccination disclosure information, including documentation verifying receipt of a vaccination, secure and protected in accordance with applicable privacy legislation. This information will not be retained for longer than necessary for the purposes for which it was collected.