**QUESTIONS TO ASK YOURSELF PRIOR TO WRITING A LETTER TO, OR MEETING WITH, YOUR EMPLOYER**

The following are some questions that will form the basis of any communication to your employer. Being well prepared is important so collect this info ASAP.

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| **1.** | Has your employer communicated with you that you are required to be vaccinated in order to keep your job (if yes, was did your employer tell you in a letter, discussion in a meeting)? |  |
| **2.** | Has your employer informed you that your position is one that is required to be vaccinated by government order (COVID-19 Public Health Response (Vaccinations) Order 2021)? |  |
| **3.** | Does your employment agreement specify anywhere in it that you are required to be vaccinated (against any disease)? |  |
| **4.** | Has your employer consulted with you at all on the process where it has determined that you need to be vaccinated in order to carry out your role (and if so, what documents have they provided to you – eg health and safety risk assessments, vaccination fact sheet)? |  |
| **5.** | If your employer has told you not to come to work on Thursday 30 September if you are not vaccinated, and you are not vaccinated, do you have any annual leave that you can take from Thursday 30 September? |  |

**Schedule - chronology of events**

| Date | Description of event, what happened, who did you speak to, what was said/written |
| --- | --- |
| DD-MM-YY | *Your employment agreement – does it mention anywhere that you are required to be vaccinated or undergo a medical procedure to carry out your role?*  *When did you start*  *What role are you in now – do you have your current position description* |
| DD-MM-YY | *Order made – have you read it, are you an affected person?* |
| DD-MM-YY | *When did your employer advise you that you need to be vaccinated*  *How did they advise you?* |
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