

COVID-19 Certificate Policy for Japan Employees

It is important that we all take reasonable measures to keep one another, our members, volunteers, vendors, and community as safe as possible from COVID-19 and other contagious diseases. DIA has a duty to provide and maintain a workplace for its employees that is free of known health and safety hazards.

DIA has a COVID-19 certification policy at the workplace for all Board members and employees to safeguard the health of our employees and their families; our members, customers, and visitors; and the community at large from COVID-19, that may be reduced by vaccinations, tests, and other measures. For those traveling on business for DIA and participating in large group meetings, we view the COVID-19 certification for such activities as a job-related business necessity to protect our members, vendors, and colleagues. This policy will comply with all laws and is based on guidance from health and other authorities, as applicable.

All employees on or before their start date are required to provide an official COVID-19 certification (which is issued to fully vaccinated and/or recovered persons and/or persons having recently tested negative for COVID-19) before entering a DIA office unless a reasonable alternative accommodation is approved.

Reasonable Alternative Accommodation

Employees who would like to apply for an exemption from this policy must submit a Request for Reasonable Alternative Accommodation form to People Operations. To obtain this form, please contact People Operations. People Operations will determine whether Reasonable Alternative Accommodation such as adequate alternative protective measures considering the individual circumstances will be granted. Employees with an approved exemption from the COVID-19 certificate requirement must follow current office COVID-19 safety guidelines.

Office Safety Guidelines

- Masks are optional and always welcomed.
- Anyone that comes to the office, whether an employee or a visitor, who is exhibiting symptoms of COVID-19 or other illness will be asked to go home.
- If you have had a recent exposure to COVID-19 but do not have symptoms, we recommend that you wear a mask while in the office and around others.
- Please do not come to a DIA office if you are sick.
- If you have recently had COVID-19, please follow current CDC and local government guidelines for quarantine and mask wearing.
- DIA and local leadership may increase precautions in response to changing conditions. We will communicate to you if any changes need to be made and you will be expected to comply.
- In all situations, local government rules and regulations will apply.

Please direct any questions regarding this policy to People Operations.