

**REQUEST FOR RELIGIOUS ACCOMMODATION  
(INCLUDING MORAL/ETHICAL BELIEF EXCEPTION)  
COVID Vaccination  
(New Hire Candidate/Employee Form)**

National Church Residences is committed to diversity and inclusiveness of all our employees and as such, accommodation for a religious exemption to COVID Vaccination may be granted based on an individual's sincerely held religious belief or observance that prohibits vaccination. In addition, consideration may be given to those with strongly held moral or ethical beliefs as to what is right and wrong which are held with the strength of traditional religious views. Social, political, or economic philosophies, as well as personal preferences, are not protected by Title VII of the Civil Rights Act, and requests of this nature will not be considered.

To consider your request for a religious workplace accommodation or moral/ethical exception, please complete the following information and email with any supporting documentation to [HRConfidential@nationalchurchresidences.org](mailto:HRConfidential@nationalchurchresidences.org)

**Name:** \_\_\_\_\_ **Date of Request:** \_\_\_\_\_

**Location/Department:** \_\_\_\_\_

In the space below, please provide a statement describing your strongly held religious belief, practice or observance and how the COVID vaccination will violate this belief OR violate your strongly held moral or ethical belief. Your statement should explain your belief, establish that it is sincerely held, and explain what ways receiving the COVID vaccination conflicts with your belief.

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**Declination of COVID Vaccination:**

- I declare under penalty of perjury under the laws of the United States of America that the foregoing is true and correct and that any intentional misrepresentation contained in this request may result in disciplinary action up to and including termination.
- I also understand that my request for an accommodation may not be granted if it is not reasonable or if it creates an undue hardship on my employer.
- I understand that due to my occupational exposure, I may be at risk of acquiring infection. In addition, I may spread airborne infection to residents, other employees, and my family, even if I have no symptoms. This can result in serious infection, particularly in persons at high risk for infection or complications.
- I have received education about the effectiveness of vaccinations as well as the adverse events. I have also been given the opportunity to be vaccinated, at no charge to myself, however, I decline vaccination at this time. I understand that by declining this vaccine, I continue to be at risk of acquiring airborne infection, potentially

resulting in transmission to residents/clients and colleagues. If in the future I want to be vaccinated, I can receive vaccination at no charge to me.

- If my accommodation/exception request is approved, I attest that I will follow and maintain proper protocols as defined by Organization policy, CDC, and local Departments of Health. This includes wearing a mask at all times while in any organization property or worksite and any time I am working within close proximity to others as well as following current Organization protocols related to PPE, social distancing, self-screening, testing, and quarantining after travel.

**New Hire Candidate/Employee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Print Name:** \_\_\_\_\_

### **Summary of Next Steps**

1. This request will be completed by the individual requesting a religious workplace accommodation or ethical/moral exception. Requests are required to be approved annually.
2. Individual will submit all initial requests via email to [HRConfidential@nationalchurchresidences.org](mailto:HRConfidential@nationalchurchresidences.org)
3. HR will notify individual and hiring manager/supervisor of the decision and/or the proposed accommodation.
4. If you disagree with the decision or proposed accommodation, please contact Human Resources to appeal the decision within 3 business days of decision communication. You may submit additional information to support your exemption request. Additional information may include previously specific religious doctrine, or additional narrative regarding beliefs.
5. Decision following an appeal will be final.