

To: All HII Employees
From: Chris Kastner, HII Executive Vice President and Chief Operating Officer
Date: Sept. 29, 2021
Subject: Vaccine Compliance

Dear HII Team:

As you read in Mike Petters' message to all HII employees last week, our federal customer has announced that it will be a requirement of our contracts for all employees and contractors to be fully vaccinated against COVID-19 by December 8, 2021. We recognize that this is a significant new requirement of each of us as individuals, and of all of us as one team.

Our guiding priorities at HII in responding to this requirement are two-fold: we are committed 1) to promoting and protecting the health and safety of our employees, their families and their communities, and 2) to continuing to serve our customers and the vital national security interests of our country without disruption, as an essential contributor to the nation's critical infrastructure.

As a result, we must get started right away to ensure we are compliant by December 8, 2021 in requiring vaccination of all HII employees and contractors. While we are discussing the effects of this mandate with our union partners, it will be a condition of continued employment for our workforce to be fully vaccinated by the above date.

We are communicating this to you as clearly and as quickly as possible so that you can take the necessary steps to meet the deadline. Some important reminders as you plan:

- Being "fully vaccinated" means two weeks have passed since your last vaccine dose;
- When you sign up to be vaccinated, you will not know whether you will receive the Pfizer, Moderna, or Johnson & Johnson vaccine;
- The two-shot vaccines require up to four weeks between doses;
- **Given these time requirements, all employees and contractors must schedule to have their first shot by October 27 or they risk missing the deadline.**

Our country counts on the work we do at HII to support and protect our men and women in uniform, and our national security.

Our families and communities count on us to do this safely, so we are proceeding in a timely and efficient way to meet this new requirement and not disrupt our mission-critical work. Our ability to continue to serve the nation's interests depends on our full team's compliance.

Please stand by for additional information from your division leaders about the specific division plans to enable you to meet this requirement of employment.

Respectfully,

