



U.S. COVID-19 Vaccination Requirement Supplier FAQ

*Please use this resource to answer any questions you may have regarding the COVID-19 Vaccination Requirement. If you have any further questions, **please submit them to the supplier mailbox for questions** - RMOstaffingofficemandatecompliance@citi.com*

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GENERAL

Why is Citi requiring colleagues to be vaccinated?

Citi announced to our USA employee population our strategy to be a vaccinated firm in the USA. There are a few factors that influenced the decision, including Citi's work with the U.S. Government and the prioritization of the health and safety of our colleagues as we continue our return to the office.

Who is required to submit their COVID-19 vaccination information?

Suppliers with workers that are engaged on a Citi assignment will be required to confirm the vaccination status of their resources by visually reviewing the original or copy of the vaccine card. Suppliers must then submit an attestation to the Staffing Office for existing resources and new resources at the onboarding stage. The attestation details and process for submission will be sent to you early next week and will be added to the USA NEOD required by all suppliers at time of onboarding.

Can my resource submit their COVID-19 vaccination information at any time?

Suppliers are expected to submit attestations for all resources by December 8. Assignments will end on January 14, 2022 for any resource that does not have an attestation on file.

Will Citi accept internationally approved COVID-19 vaccines even if not authorized or approved in the United States?

Currently, we accept COVID-19 vaccines that have been approved by WHO, CDC and FDA.

What if my resource does not get vaccinated and/or submit proof of vaccination?

If the supplier does not submit the attestation info by January 3, 2022, the contractor assignment will end by January 14, 2022.

My non-employee resource's Citi site has not returned to office yet. Is the non-employee now required to begin returning to the office?

If the Citi site has not returned, non-employee may continue working remotely for the time being. We will continue to carefully review the data and evaluate when it is safe to continue our return on a site-by-site basis. Once your site is ready to return, we will provide you at least three weeks' notice to prepare. It does not remove the need for the attestation to be submitted per this communication.

My non-employee currently works remotely because my office has not yet returned. Why is the supplier required to submit attestation now?

Citi has decided to require that all U.S. colleagues be fully vaccinated, even those currently working remotely due to the pandemic. Only Suppliers categorized as External Service Provider Partner Entity and fully outsourced project teams where full solution is completed offsite and no resources come to a Citi Site will be out of scope.

My Non-Employee currently works onsite at a Citi location and is unvaccinated. What are we required to do?

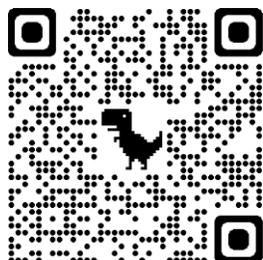
The resource can continue working onsite. However, he/she must still comply with the vaccination requirement and the supplier must still provide the attestation by the dates indicated.

GETTING VACCINATED

For more information and resources on getting your COVID-19 vaccination, please see the Vaccination Information section on the [COVID-19 Information Center](#).

Where can my resource get vaccinated?

Please scan the QR code below on your mobile device to access information and resources regarding COVID-19 vaccine availability in your state. Your resources may also find more information through their local CVS or Walgreens.



Will my resource get paid time off for their vaccination appointments?

As the employer of your resource, you need to respond and determine what your legal obligations are regarding your resource's employment.

Do Citi Sites offer COVID-19 vaccine?

No, Citi locations will not be hosting COVID-19 vaccination clinics at this time.

Is Citi providing any incentive to get vaccinated?

Any incentive Citi provides to our employees will not be applicable to non-employees. Suppliers will need to determine what they provide to their employees.

What does it mean to be fully vaccinated?

To be considered fully vaccinated, non-employees must receive the second dose of the mRNA vaccines (Pfizer and Moderna) or receive the one dose Johnson & Johnson vaccine. You can submit your resource attestation to Citi as soon as your resource provides proof to you he/she received the full dosage of a vaccine.

ACCOMMODATION REQUESTS

Are there exceptions to the COVID-19 vaccination mandate?

Resources seeking a medical, religious, or other accommodation required by state or local law must submit their request to Citi. More information on this process will follow.