

## Memorandum

**TO: NLC Contractors, Vendors and Suppliers**

**FROM: NLC**

**DATE: December 7, 2021**

**RE: Mandatory Vaccine Policy**

---

Please be advised that effective December 17<sup>th</sup> vendors, suppliers and contractors who work alongside NLC employees will be required to comply with NLC's Mandatory Vaccine Policy.

**Current On-Site Vendors/Contractors/Suppliers – Hired on or before December 17, 2021**

Any current vendors/contractors/suppliers (hired on or before December 17, 2021) who work alongside NLC employees are required to provide proof of full COVID-19 vaccination or an approved exemption, and if applicable, adhere to testing/masking requirements in accordance with NLC policies.

After December 17, 2021, current contractors/vendors/suppliers who work alongside NLC employees that have not provided proof of full vaccination or exemption will be deemed non-compliant with the policy. Continuation of their contract will be assessed and either suspended or cancelled as deemed appropriate by the NLC.

**New Contractors/Vendors/Suppliers – Hired after December 17, 2021**

Any new contractors/vendors/suppliers (hired after December 17, 2021) who work alongside NLC employees are required to be fully vaccinated against COVID-19 or have an approved exemption, and if applicable, adhere to testing/masking requirements in accordance with NLC policies. Proof of full vaccination or exemption is a condition of the contract and must be provided to the NLC before the contract is awarded. The contract will not be awarded to any contractor/vendor/supplier that fails to comply with the above requirement.

The NLC appreciates the cooperation and commitment of all vendors/contractors/suppliers in relation to compliance with this policy.