



**To: Citi Suppliers in the United States**

**From: Citi Non-Employee Staffing Office**

**Re: COVID Protocols for Non-Employees at Citi Sites**

The health and safety of Citi's employees and non-employees is our highest priority. A communication was distributed to all U.S. Citi employees on October 28, 2021 containing important information about Citi's requirement for employees located in the U.S. to submit proof of vaccination by December 8, 2021.

Our expectations of suppliers who support Citi and submit potential workers to Citi assignments will ensure those resources understand and comply with the Citi mandate for vaccinations.

All Citi suppliers of current non-employees in the U.S. must follow the below guidelines:

- Review the mandate with your employee population immediately.
- Collect, review, and complete information on a forthcoming attestation form to finalize onboarding. The Citi Non-Employee Staffing Office will coordinate outreach of your current workers to collect the required attestations as well. This new process will be sent to you next week.
- Address site dependent non-employees that will not get vaccinated. That resource should continue to do their approved testing with encouragement to get vaccinated. They may not be able to continue as an onsite resource beyond January 14, 2022.

We ask that you have conversations with your workers and ensure potential candidates being considered for assignments understand these expectations and intend to comply. Non-employees who cannot meet the expectations due to a medical, religious, or other reason by law must have a valid accommodation. Accommodation review is an employer commitment and must follow the proper protocol to qualify. Citi requires a supplier to send their approved accommodation to us for review prior to onboarding.

**The only supplier assignments not in scope of this new process are our External Service Provider (ESP) – Partner Entity. These are clients that log into our systems for their employees to support a product, and fully outsourced programs where the entire supplier team is offsite and does not visit a Citi Site.**

Please share this information throughout your organizations to ensure proper awareness.

#### **Contact Us**

If you have any questions about this communication, please email all related questions to: **[RMOstaffingofficemandatecompliance@citi.com](mailto:RMOstaffingofficemandatecompliance@citi.com)** effective November 1, 2021.

Thank you for your support and partnership.

**Erika Federico**  
**Global Non-Employee Staffing Office**