

Date: 5/23/2021

To: Accounting Department

From: Jessica (accounting lead)

Subject: Talking About Vaccines

As you all are aware, there are many different opinions on the subject of vaccines. Here at BigMoney Incorporated, we strive to be inclusive of all views. However, there have recently been several office discussions about subjects that are inappropriate for the workplace.

Although vaccines themselves is an allowed subject of office discussion, it is important that employees do not feel pressured to change their opinion, or feel pressured to change their plans to get (or not get) the vaccine. As such, HR has requested that we go over the updated company policy on vaccines.

Effective immediately, any employee who pressures another employee regarding vaccines will be written up. Additionally, false speech is not protected in private workplaces. As such, anyone distributing vaccine misinformation will receive a verbal warning, then a write-up the second time.

Please direct any further inquiries to our Human Resources department (hr@bigmoneyinc.com).

We thank you for your understanding, and we are confident that we will be able to get through this together.

Date: 8/20/2021

To: Accounting Department

From: Human Resources

Subject: Vaccine Mandates

Recently, the loss of several employees was mourned by the company. We will deeply miss Jessica (accounting lead) and Harry Johnson, who passed away from Covid complications last week. Following these losses, we have decided to implement a new mandatory workplace vaccine policy.

Effective 10/1/2021, all employees must either be vaccinated or procure a medical exemption.

For information about the vaccine, including safety facts and information, please contact your site's Human Resources representative (Angela From HR), or visit the vaccine information page on our company portal.

Any medical exemptions must be submitted to HR on or before 9/30/2021. To receive an exemption, you must have a signed doctors note stating your medical exemption status.

We appreciate your cooperation. As always, keep your heads up, and don't let this effect your productivity.