

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.