

October 4, 2021

Subject: Raytheon Technologies COVID-19 Vaccination Requirements

Dear Valued Supplier,

COVID-19 continues to significantly impact our communities, families, employees, and business partners. With employee health and safety as our top priority, Raytheon Technologies recently announced certain actions we are taking to address the increased risk and uncertainty COVID-19 variants pose in the workplace. These actions align with the White House's recent efforts to bolster vaccination rates, including requirements for government contractors and employers with more than 100 employees.

Consistent with these recently announced actions, we are informing our supplier community of new access requirements applicable to all facilities of Raytheon Technologies and its businesses located in the United States, including Puerto Rico and other U.S. territories, where allowed by local law (each, a "Raytheon Facility"). Any facility access requirements applicable to supplier personnel working outside the U.S. are subject to the laws of each country and will be communicated separately. These requirements are in addition to any facility access requirements regarding facial coverings or other COVID-19 related safety measures already in place.

---

**Supplier personnel are subject to the following additional facility access requirements as outlined below:**

- A. Supplier personnel (including contingent labor contract workers) with un-escorted access privileges for a Raytheon Facility and a valid Raytheon Technologies issued access badge**
- Supplier personnel currently working on-site (as of September 15, 2021) at a Raytheon Facility must be fully vaccinated by January 1, 2022 (other than supplier personnel who may be working on a Covered Contract or at a Covered Contractor Workplace who may be subject to an earlier vaccination date (as such terms are defined in the Implementing Guidance referenced below)).
  - Supplier personnel currently working remotely (as of September 15, 2021) must be fully vaccinated by November 15, 2021 if they intend to come on-site at a Raytheon Facility after this date.
- B. All supplier personnel other than those identified in Subsection A above**
- Proof of being fully vaccination or a negative COVID-19 test within 72 hours of coming on-site will be required beginning November 15, 2021 (Note: both PCR and antigen tests are acceptable, but an official test record is required).
  - Proof of vaccination or official test record must be presented to host upon arrival on-site at a Raytheon Facility prior to admittance.

**The above Raytheon Facility access requirements do not apply to:**

- Supplier personnel (including contingent labor contract workers) who perform a job function exclusively off-site from a Raytheon Facility (other than supplier personnel who may be working on

a Covered Contract or at a Covered Contractor Workplace who may be subject to an earlier vaccination date (as such terms are defined in the Implementing Guidance referenced below).

- Supplier personnel who come on-site to a Raytheon Facility, but do not enter Raytheon Facility buildings beyond access security points (e.g. delivery personnel, taxi services, groundskeepers, etc.)
- Supplier personnel working on-site at facilities of a Raytheon U.S. Government customer who may be required to comply with site specific access requirements.

#### **Additional requirements for federal contractors:**

Suppliers that are federal contractors or subcontractors on Covered Contracts (as defined in the Implementing Guidance referenced below) must ensure compliance with the September 9, 2021 Executive Order on Ensuring Adequate COVID Safety Protocols for Federal Contractors (available [here](#)), its September 24, 2021 Implementing Guidance (available [here](#)), and the applicable FAR and DFARS contract clauses of the related Class Deviations (available [here](#) and [here](#)), all which may be applicable to its personnel, regardless of whether such personnel come on-site to a Raytheon Facility.

For purposes of these requirements, “fully vaccinated” means two weeks have passed since a single-shot vaccine or the second dose of a two-shot vaccine has been administered, as well as any booster shot that may be recommended by the CDC.

---

#### **Supplier Certification Requirement**

Upon receipt of this letter, you must review, sign, and return the attached certification ([Attachment A](#)) confirming your commitment to taking adequate measures to satisfy the requirements of [Subsection A](#) above, as applicable. Completed Certifications should be sent electronically to [SupplyChain@RTX.com](mailto:SupplyChain@RTX.com) no later than November 15, 2021. Failure to promptly complete and submit the attached Certification may result in your personnel being barred from access to a Raytheon Facility.

---

The emerging COVID-19 variants and related uncertainty continue to present workplace challenges. Raytheon Technologies is closely monitoring transmission rates in the communities of all of its facilities, and as conditions warrant, we may be required to institute additional facility access measures. Further, as implementing guidance related to the EO is released, suppliers that are federal contractors may be required to follow additional protocols.

Thank you for your continued patience and flexibility as we navigate forward together.

Sincerely,



Sarfraz Nawaz  
Vice President, Supply Chain, Raytheon Technologies

cc: Kristopher Pinnow, Vice President, Supply Chain, Collins Aerospace  
Ruben Harris, Vice President, Supply Chain, Pratt & Whitney  
Eugene Jaramillo, Vice President, Supply Chain, Raytheon Missiles & Defense  
Joseph Adams, Executive Director, Supply Chain, Raytheon Intelligence & Space

**Attachment A**  
**COVID-19 VACCINATION**  
**CERTIFICATION OF COMPLIANCE**

[\_\_\_\_\_] (“Supplier”) hereby certifies to Raytheon Technologies and each of its businesses with which Supplier does business (collectively, “RTX”) that:

1. All Supplier personnel (including contingent labor contract workers) with un-escorted access privileges for a Raytheon Technologies facility located in the United States, including Puerto Rico and other U.S. territories (a “Raytheon Facility”), and a valid Raytheon Technologies issued access badge will be fully vaccinated:
  - By January 1, 2022 if such Supplier personnel are currently working on-site (as of September 15, 2021) at a Raytheon Facility; and
  - By November 15, 2021 if such Supplier personnel are currently working remotely (as of September 15, 2021) if they intend to come on-site to a Raytheon Facility after this date.
2. Supplier shall have processes in place to verify that Supplier personnel coming on-site to a Raytheon Facility satisfy the foregoing vaccination requirements.

Supplier further acknowledges and agrees that non-compliance with the foregoing requirements constitute a material breach of any and all contracts between Supplier and RTX.

Signed this [\_\_] day of [\_\_\_\_\_], 2021, by Supplier’s duly authorized representative.

**Supplier:** [\_\_\_\_\_]

**Name:** [\_\_\_\_\_]