

SAP COVID-19 Vaccination Policy – FAQ for Suppliers in the U.S

This document contains answers to Supplier questions about **SAP's COVID-19 Vaccination Policy in the United States**. This content was last updated on **November 15, 2021**.

Frequently Asked Questions

Q: What is a U.S. White House Executive Order?

A: An executive order is a signed, written, and published directive from the President of the United States that manages operations of the federal government. Executive orders have the force of law, much like regulations issued by federal agencies. They require no approval from Congress, and Congress cannot simply overturn them.

Q: What does the Executive Order say?

A: The *Executive Order* establishes new COVID-19 vaccine mandates for all U.S Federal Government contractors, subcontractors, and companies that do business with the U.S. Federal Government. This guidance applies to employees of federal contractors and subcontractors who work on or in conjunction with a federal contract, and to other individuals who work in the same office.

Q: Does the Executive Order apply to SAP?

A: Yes. The Executive Order applies to SAP, since it is a contractor to the U.S. Federal Government.

Q: Does the Executive Order apply to all SAP supplier personnel working in or visiting the U.S.?

A: The Executive Order states that it applies specifically to employees of federal contractors who work on or in conjunction with a federal contract, and to other individuals who work in the same office. This includes SAP suppliers who are subcontractors to SAP on a federal contract, and Supplier personnel who work in SAP's U.S. offices.

Q: Why is SAP mandating this for its U.S. offices and not anywhere else in the globe?

A: SAP supports the notion that vaccinations continue to be our best chance at fighting COVID-19. The new Executive Order prompted us to mandate these additional requirements, because we feel this is the right step to provide an even safer working environment for our teams onsite. SAP is evaluating the application of this policy for other countries in accordance with local regulations.

Q: Will SAP's vaccine requirement, effective December 1, apply to visitors (i.e., customers, suppliers, or partners) who might come on site to an SAP office in the U.S?

A: Yes. From December 1 all visitors coming into an SAP office in the U.S. must be fully vaccinated. SAP will post appropriate signage in its facilities which describe its expectations of visitor compliance.

Q: Will SAP apply the new rules from the Executive Order and in-office vaccination requirements to temporary staff and contractors working at SAP?

A: Yes. Affected suppliers, including staffing agencies and other similarly situated suppliers, are responsible for validating the vaccination status of their employees or individuals whom they assign to SAP.

Q: Why is SAP now requiring all visitors to be fully vaccinated to come to the office?

A: The health and safety of our employees and visitors is and has always been our number one priority. SAP believes that vaccination is the single most effective way to keep our people safe amid the pandemic. SAP's decision to require all visitors to be fully vaccinated to enter offices in the U.S. aligns with the spirit of the Executive Order and is the right step to provide an even safer working environment for our teams onsite.

Q: What does fully vaccinated mean?

A: Per CDC guidance, people are considered fully vaccinated:

- i. 2 weeks after their second dose in a 2-dose series vaccine, such as the Pfizer or Moderna vaccines, or
- ii. 2 weeks after a single-dose vaccine, such as Johnson & Johnson's Janssen vaccine.

This means that in order to be compliant with the December 1 date of full vaccination for entry into U.S. offices, you need to have had all your vaccination shot(s) **by November 17**. If you don't meet these requirements, you are not fully vaccinated. See more information on the various vaccine schedules here: [COVID-19 Vaccines that Require 2 Shots | CDC](#). Please consider there are 21 days between the first and second doses of the Pfizer vaccine and 28 days between the Moderna vaccine.