



November 15, 2021
Nikolaus Kirner
Chief Procurement Officer
Global Procurement Organization
SAP SE

TO: SAP Suppliers

RE: Executive Order 14042

Dear SAP Suppliers:

On September 9, 2021, President Biden signed Executive Order 14042, [Ensuring Adequate COVID Safety Protocols for Federal Contractors](#) (the “Executive Order”), requiring compliance with all guidance for contractor and subcontractor workplace locations published by the [Safer Federal Workforce Task Force](#). The Safer Federal Workforce Task Force subsequently issued [Guidance for Federal Contractors and Subcontractors](#) on September 24, 2021 (the “Guidance”) which, among other things, requires that certain individuals working on or in connection with a U.S. Federal Government contract (“Covered Contract”) be fully vaccinated no later than **January 18, 2022**. According to the Centers for Disease Control and Prevention, people are considered fully vaccinated two weeks after they receive (i) a second dose in a 2-dose series vaccine, such as the Pfizer-BioNTech or Moderna vaccines, or (ii) a single-dose vaccine, such as Johnson & Johnson’s Janssen vaccine.

The Executive Order and resulting Guidance applies to SAP entities that contract with the U.S. Federal Government. As a supplier to SAP, the Executive Order and Guidance may also apply to you. Specifically, to the extent you or any of your subcontractors work on or in support of a Covered Contract that includes any requirements imposed by either the Executive Order, the Guidance, or by a U.S. Federal Government department or agency, you and your subcontractors are required to comply regardless of whether any personnel are present at an SAP U.S. facility.

SAP has adopted a policy that goes into effect on **December 1, 2021** and will require all individuals visiting or entering its U.S. facilities, including, but not limited to, all SAP suppliers and their subcontractors, to be fully vaccinated and to comply with SAP’s on-site COVID-19 safety requirements.

SAP appreciates your patience as it works to ensure compliance with all applicable federal, state, and local laws, rules, regulations, and orders related to COVID-19. As additional guidance is issued, please refer to the [SAP Supplier Portal](#) for the latest updates from SAP.

Thank you for your continued partnership with SAP as it seeks to ensure a safe working environment for all amid the COVID-19 pandemic.

Sincerely,

Niko