



# memo

To: All HII Employees  
From: Bill Ermatinger, Executive Vice President and Chief Human Resources Officer  
Date: April 29, 2021  
Subject: COVID-19 Vaccine Company Travel Policy

Dear HII Employees:

To help minimize COVID-19 risk as employees return to work, HII leadership has updated the company's travel policy. Effective June 1, 2021 (July 6 for Technical Solutions), employees who are not fully vaccinated against COVID-19 will be prohibited from air travel for company business. Social distancing is difficult — and sometimes impossible — during air travel, so unvaccinated employees will not be allowed on company travel via airplane to help ensure their safety. Traveling by car is allowed, however, if feasible.

A handwritten signature in black ink, appearing to read 'Bill Ermatinger', is positioned in the lower-left area of the page.