

Dear Valued Team Member,

Across the country, the COVID-19 pandemic is having devastating effects. We appreciate how much you have already done to adapt during this challenging time. As you know, over that past 12 months, we have been taking preventive measures at TNG Retail Services against COVID-19 to ensure the health and safety of our entire Team, your families, and our Client Retail Partners. We have worked under some uncertain and often stressful conditions, and you have helped make it #possible for us to continue the Company's essential operations.

Although this Company has chosen to take a supportive role in educating and providing resources for our Team Members as it relates to the COVID-19 vaccination, the vaccination is not mandated by TNG Retail Services. As an essential Team Member, the vaccination may be an important option in maintaining your health and safety due to your role in critical infrastructure operations. Essential Team Members are at increased risk of getting COVID-19 and spreading it to others due to work-related duties that must be performed on site and involve being in close contact with the public or other Team Members.

Getting the COVID-19 vaccine provides an added layer of protection against COVID-19 and could also protect your fellow Team Members and your family. Here are some key points about the COVID-19 vaccination:

- All COVID-19 vaccines available in the United States are very effective at preventing the disease.
- The most common side effects are pain in the arm where the shot was received, feeling tired, headache, body aches, chills, and fever.
- Stopping a pandemic requires using all the tools available to us—wearing masks, staying at least 6 feet from people who do not live with you, avoiding crowds and poorly ventilated spaces, washing your hands frequently, and getting vaccinated.

Your health and safety continue to be TNG Retail Services' priority and, to ensure convenient access to vaccination, we are providing a link to a directory with locations offering the vaccination opportunities in your area.

The attached packet contains the Company's vaccination policy, procedure, and request form for an **Essential Worker Vaccination Authorization Letter**. If you have questions regarding TNG Retail Service's Vaccine Policy, please contact people@tngretail.com or call 925.667.5000.

For more information on the COVID-19 vaccines, visit www.cdc.gov/coronavirus/2019-ncov/vaccines.