

March 23, 2020

Dear Supplier:

BAE Systems, Inc. (BAE Systems), is continuing to monitor federal, local, and state actions related to the coronavirus. We understand that the State of Michigan has issued the following directive (“Order”):

Executive Order 2020-21 orders certain (Michigan) residents to shelter in place/stay at home. This directive also clarifies the need for continued support of the U.S. Department of Homeland Security’s designated Defense Industrial Base (DIB) and its critical operations, such as those performed at BAE Systems.

Further, the Under Secretary of Defense for Acquisition, Ellen Lord, issued a Memorandum to the Defense Industrial Base on March 20, 2020 stating that *“Consistent with the President’s guidelines: “If you work in a critical infrastructure industry, as defined by the Department of Homeland Security, you have a special responsibility to maintain your normal work schedule.”* The following is a link to the Department of Homeland Security’s identification of critical infrastructure industries, which includes the DIB: <https://www.cisa.gov/identifying-critical-infrastructure-during-covid-19>.”¹ Ms. Lord’s Memorandum goes on to state, “personnel working for companies, and their subcontractors, who perform under contract to the Department of Defense providing materials and services to the Department of Defense and government-owned/ contractor-operated and government-owned/ government-operated facilities” are part of the Essential Critical Infrastructure Workforce and are “expected to maintain their normal work schedules.”

BAE Systems Inc is part of the nation’s Defense Industrial Base Sector and your work with BAE Systems supports our critical infrastructure work. As such, we have a special responsibility, as outlined in Ms. Lord’s Memorandum, to continue to meet our contractual obligations in furtherance of our national security, while protecting our workforce during this pandemic.

To that end, for your awareness, BAE Systems has directed all of our employees to work remotely if feasible, and to take all reasonable steps recommended by the Centers for Disease Control, to maximize the safety of our employees who are working at our facility. Employees who are working at our facility have been given the attached letter and directed to carry it with them during transit or while working. While you remain responsible for the safety of your employees, business operations and your company’s compliance with applicable law, should you

¹ References:

Memorandum, 20 March 2020, The Under Secretary of Defense Ellen Lord Letter, SUBJECT: Defense Industrial Base Critical Infrastructure Workforce

BAE SYSTEMS

desire to use a similar letter for your employees, we have attached our draft for your convenience.

Thank you for your assistance with this matter.

Very Respectfully,
Paul Kling