



January 15, 2021

To: All Subcontractors, Suppliers, and Vendors of National Government Services, Inc. (“NGS”)

Re: Notification of EEO/Affirmative Action Obligations

National Government Services (NGS) understands that our Suppliers are independent entities. However, because the business practices of our Suppliers may impact and/or reflect upon NGS, our company expects all Suppliers, their employees, agents and subcontractors (hereinafter referred to collectively as “Supplier”) to adhere to the NGS Supplier Code of Conduct while conducting business with or on behalf of NGS. The NGS Supplier Code of Conduct establishes *minimum* standards for conducting business with NGS. Individual contracts may have additional and/or more stringent standards and, when in conflict, the more stringent standard shall control.

When Suppliers provide services or goods to NGS relating to one of its federal government contracts, Suppliers agree to comply with the following:

- Executive Order 13496 (and its implementing regulations at 29 C.F.R., part 471, Appendix A to Subpart A).
- Executive Order 11246, as amended (the nondiscrimination and affirmative action compliance requirements),
- The Rehabilitation Act of 1973, as amended, and
- The Vietnam Era Veterans’ Readjustment Assistance Act of 1974, as amended.

In compliance with these requirements, NGS has developed and implemented equal opportunity and affirmative action policies and programs, which are designed to ensure that all qualified applicants and employees are treated equally, without regard to age, color, disability, gender, including gender identity, marital status, national origin, race, religion, sex, sexual orientation, veteran status, discussion or disclosure of information about compensation, or other status protected by applicable law.

The implementing regulations of these laws require federal contractors to disseminate to their subcontractors, vendors, and/or suppliers information about their nondiscrimination and affirmative action policies, and also to “request appropriate action” on their part to ensure full compliance throughout the subcontracting chain related to our federal contracts.

As a supplier of NGS, you are expected to understand and comply with these legal requirements.

A full copy of the NGS Supplier Code of Conduct is available at www.ngsservices.com.

Should you have any questions or concerns with respect to this notification, please contact the undersigned.

Best Regards,

A handwritten signature in dark blue ink that reads "J. Michael Graham".

J. Michael Graham, C.P.M.
Contract Administration Director
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