



Notice of New Health and Safety Requirements (COVID-19) at IGM Facilities

December 13, 2021

As our company plans for the reopening of our offices in 2022, our top priorities are to provide a safe work environment and to protect our employees, consultants, clients, suppliers and the larger community.

As a result, effective as of December 31, 2021, IGM Financial Inc. and its subsidiaries, including Investors Group Financial Services Inc., Mackenzie Financial Corporation and Investment Planning Counsel (collectively “**IGM**”) will require that all individuals (inclusive of suppliers/vendors) who enter IGM’s offices and facilities across Canada and the United States (each an “**IGM Facility**”) to be fully vaccinated with a government approved COVID-19 vaccine. A person who is "fully vaccinated" has received the dosages and awaited the timelines for effectiveness as determined by the Public Health Agency of Canada for any IGM Facility located in Canada or the Center for Disease Control for any IGM Facility located in the United States.

As a vendor of IGM, we are writing to provide notice of these new health and safety requirements. As of December 31, 2021, your company is also obligated, to ensure that your employees, subcontractors or other personnel (collectively “Vendor Personnel”), adhere to the same health and safety requirements when attending at an IGM Facility. More specifically, you are required to take the following actions:

- a) Require full COVID-19 vaccination for all Vendor Personnel attending any IGM Facility;
- b) Ensure Vendor Personnel carry with them government approved documentation verifying their vaccine status while attending any IGM Facility in order to demonstrate their vaccine status upon request;
- c) Maintain a registry that includes verification of vaccination status of all Vendor Personnel attending to any IGM Facility;
- d) Upon request, provide written certification by a senior executive of your company to IGM that the verification of vaccine status has been carried out on all applicable Vendor Personnel;
- e) Ensure all Vendor Personnel adhere to any requirements relating to masking and follow physical distancing requirements established at any IGM Facility; and
- f) Upon learning that any Vendor Personnel who has contracted COVID-19 within 14 days of attending any IGM Facility, notify IGM, via SupplierConduct@igmfinancial.com include in the notice the address of the IGM Facility at issue, and the dates of potential COVID-19 exposure.

We appreciate your cooperation and support with these important health and safety protocols.

If you have any questions about this notice, or are notifying IGM about a COVID-19 case in accordance with this notice, please contact SupplierConduct@igmfinancial.com.

Respectfully,
IGM Financial, Corporate Services