

Bulletin Dated April 8, 2020

An Important Message from our CEO, Paul Robinson

It has been a week since my last update. Again, I would like to thank each and every employee and their families for their continued support of Litens and their friends and co-workers. At this point it is very important that each of us continue to support government and our measures by helping others in need, practicing good physical separation and staying at home as much as possible. We are starting to see some positive trends in several countries like Italy, Spain and Germany. We must continue to do our part in reducing the spread of the virus.

EMPLOYEE HEALTH

We continue to monitor the health of the employees and provide any support we can. As advised last update, we have one employee in our LAG facility who contracted Covid-19. I have been informed that the employee has recovered and completed their quarantine. We are thankful of this positive outcome.

We continue to request everyone to do the following:

- Do not come to work if you feel sick or if you are in contact / living with someone who is sick.
- If you are sick, please contact your HR team as soon as possible. Each country has different policies on testing etc.
- Wash hands on a regular basis and refrain from touching your face. Use approved hand sanitizer if washing of hands is not available
- Cough into your sleeve and wash your hands as soon as possible
- Practice physical distancing at all times including family members and friends
- If you are at work, stay in your own area. Only use washrooms in your own work area
- We have provided sanitizing products to clean your own work areas. This is in addition to our increased cleaning efforts.

We all recognize that Easter weekend is coming up and would ask each of you to make sure you continue to practice all the above strategies through this period, physical distancing and remaining in small groups. I encourage you to be creative in virtual socializing during the holiday period and stay away from large gatherings. All countries have strict policies against gatherings – In Ontario no more than 5 people.

It is likely we will have more employees that contract Covid-19 or have flu like symptoms. We will act on each of these situations as soon as we become aware and communicate to any employee that may be affected. I appreciate your help and full support on this.



GOVERNMENT AND CUSTOMER UPDATES

Most governments are introducing more strict policies with the goal of reducing the spread of the virus to minimize the impact on individual lives, eliminate the risk of overwhelming the health care systems and allow business to reopen. It is now clear that the earliest date that the US will try to start opening back the economy will be May 4th. Other countries will look at their own situation to determine when it is appropriate to start opening back up.

LITENS OPERATING PLANS THROUGH BETWEEN APRIL 13TH AND MAY 1ST)

Our policies will continue to be based on ensuring the health and safety of all employees as well as supporting the best practices and government policies and rules in each country we operate. Where we have customer demand for product we will run our facilities with the minimum number of employees and use physical distancing and cleaning strategies to protect our employees. Each General Manager working with his management team is developing local operating strategies consistent with these policies. With the help of our LAC team we are working on procuring sufficient surgical masks – 30,000 to provide masks to all people working in the plant. We will introduce them as soon as we can secure adequate supply. We will assess the need for office workers to wear masks as we move forward. Employees that choose to wear their own masks are encouraged to do so. We encourage all team members to practice proper use (most are single use designs) and disposal.

CANADIAN OPERATIONS

For the current week, the majority of employees are on vacation, except some manufacturing and support personnel. Other employees that were required to work (customer, supplier requirements etc) should submit their time logs to your manager as soon as possible so that we can give you holiday credit for work done.

For the next three weeks up to May 1st, it is our intention to keep all employees on our payroll by doing the following:

- Our management team will determine which employees can work from home. For all employees that can work effectively from home, you will work from home over the next three weeks. We recognize it may be necessary to come to the office occasionally to access documents or files, but you will carry out your duties on a daily basis from home. Your supervisor/manager will be reaching out to you on a regular basis to co-ordinate work effort. All meetings can be carried out using Teams.
- For employees that can not effectively work from home, you will be required to come to work. Again, your supervisor / manager will reach out to you to develop a work plan.
- For employees that can not effectively work from home and do not have enough to do at work due to slow nature of our business, we may require you to take further holidays.
- All employees may choose to take further holidays during this period and if they so choose they need to obtain pre-approval from your manager.



- We plan to continue to operate the plant during this time period, on a scaled down basis to support customer demand and the manufacturing management team will co-ordinate with all the affected teams to share the workload. At this point it is planned that all affected employees will work share during the three weeks but will continue to receive full regular wages.

I continue to appreciate everyone's support during these challenging times and we are working hard to ensure all our team members remain safe, healthy and employed. If you have a question, please do not hesitate to reach out to your manager, HR, or any of the senior management team. Please take care.

Warm regards,

Paul