

Bulletin Dated June 1, 2020

An Important Message from our CEO, Paul Robinson

We have made it to the end of May and looking forward to brighter (and warmer) days in the Northern Hemisphere. 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. Case data now shows that we are past the peak in many of the countries in which we operate with local governments implementing incremental stages to re-open the economies. While the exact status in each country varies, all OE's have already recommenced production or are in final planning stages to re-open. Most have plans to ramp-up production slowly over time. That being said, 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. At this point, we have had two mild cases within the Litens global operations (one in Germany – resolved; and one in Brazil – currently still in quarantine but mild in nature).

We continue to request everyone to do the following:

- Do not come to work if you feel 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. Make sure you wash your hands after receiving a delivery (such as Uber eats etc.)
- 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
- Avoid high touch areas where possible and wash your hands after. We provide gloves to all production operators and we ask you to wear them at all times and be careful to take them off carefully and dispose of them as required
- We have provided sanitizing products to clean your own work areas. This is in addition to our increased cleaning efforts.
- Wash your work clothes as soon as you get home.

We have now acquired and distributed to all locations adequate quantities of surgical masks to allow us to institute a policy of requiring the wearing of masks in all our facilities globally. The wearing of masks is becoming best practice in industrial environments.



We have also developed a supply chain for lightweight, re-useable face shields which are currently being tested in every facility. It will be our policy for employees to choose either masks or shields to be supplied by Litens. Employees, if they so choose can bring their own personal PPE in addition if they so choose, of course, ensuring that they are properly cleaned before every use.

The LAP team is also in the process of testing dry and wet disinfectant foggers for use in high use areas within our facilities and once completed will make them available to all manufacturing and engineering facilities.

GOVERNMENT AND CUSTOMER UPDATES

There are many positive trends happening on a global basis.

China is continuing to move forward to fully open up their economy and we have now eliminated the requirement to wear face protection in LAC. The government is providing incentives to encourage consumers to purchase vehicles and our plant is now operating at pre-Covid-19 levels.

Many countries in Europe are now on the downward slope of new cases and are in the process of relaxing lockdown policies and introducing government incentives to stimulate the economies. All OE's are now back up and running with production ramping up over the next few months.

Covid-19 spread in Brazil started later than Europe and North America so it is still experiencing increasing cases on a daily basis. It is believed that Brazil is at or near the peak in terms of new cases. Most automakers are slowly starting back up plants over the next few weeks with low production volumes. LASA continues to run on a one shift basis to meet aftermarket demand.

North America is past the peak of new cases but new cases still remain on a fairly high level. All OE's have already started production or are in the process of starting up with planned production volumes growing over the next few months. LAP continues to run on a reduced two shift basis.

LAI has now been approved to reopen and has commenced low volume production.

We continue to expect all markets will experience a slow ramp up of production in the coming weeks and months as governments ease restrictions and OE's balance production with demand from the market.

LITENS OPERATING PLANS FOR JUNE

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. We expect that each of our plants to see increasing demand for their customers over the next several weeks and we will ramp up our manufacturing facilities accordingly.



CANADIAN OPERATIONS

For the month of June, we will commence the process of normalizing our operations.

- All employees will be expected to be working full time or on vacation as approved
- Each department is currently developing a plan to manage vacations over the next three months to ensure everyone can take some time off, while ensuring the business can continue to fully function. Our plan is to have all employees consume at least 80% of their annual vacation allotment before Labour Day.
- For employees that can work effectively from home, continue to do so. We will start to have employees rotate at least one day per week to work at the office to ensure all functions are properly managed
- For employees that cannot 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 cannot effectively work from home and do not have enough to do at work due to slow nature of our business, please discuss this with your manager and HR.
- We plan to continue to operate the plant during this time period, on a scaled down two shift basis to support customer demand and the manufacturing management team will continue to co-ordinate with all the affected teams to share the workload through the scheduling of vacations.

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. I am confident that we are past the worst, but that does not mean we can relax and become complacent. We all must continue to do our part in eliminating Covid-19. If you have a question, please do not hesitate to reach out to your manager, HR, or any of the senior management team. Keep safe and healthy.

Warm regards,

Paul