

## Bulletin Dated March 24, 2020

### An Important Message from our CEO, Paul Robinson

Good morning

I am providing an update as of Tuesday March 24 at 11:00 am

I would like to start by stating to the best of my knowledge we have no confirmed cases of Covid-19 within our employee population.

That being said we must continue to be proactive and apply best practices to protect all employees as best we can.

So, what's happening?

While China is progressing to open back up all businesses, albeit with certain restrictions, and Korea and Japan have been aggressively controlling the spread of the virus while they continue to operate all businesses, all other countries in which we operate are looking to shut down activity for a period of time.

Our plant in India is closed responding to government mandate. European, Brazilian and North American governments, at the federal, state or local levels, are introducing stay at home, social distancing policies.

The Ontario government has mandated all non-essential businesses close for two weeks starting tonight. The auto industry has been designated an essential business so we have the right to continue to operate under these rules.

Most of our North American and European customers have shut down their production facilities for various duration.

GM and Ford have stated that their shutdowns will last until March 31<sup>st</sup> at the earliest. Others are planning longer shutdowns.

Some customers are trying to keep their engineering and purchasing teams active, working from home.

Our primary concern is for the health of all our employees.



We want to support our government initiatives, as much as possible, which at this time means only having essential people working.

The actions we are taking now are these:

Everyone, other than individuals that are carrying out essential activities will be sent home on vacation for one week starting tomorrow morning. We will assess whether it is necessary to extend this for a further week and communicate this to you by Tuesday the 31<sup>st</sup> of March.

We will ask individuals responsible for essential activities to continue to come to work if necessary or work from home if practical.

We will scale back production, including all support activities to meet the significantly reduced production levels for our Asian and aftermarket customers.

Finance will continue to operate on a scaled back basis to collect the receivables, make payments and close the books for quarter end.

Essential support groups including IT and facilities will be covered.

Payroll will be processed this week that will cover the next two weeks.

We will need to continue to have contact with our customers and suppliers and for team members having those responsibilities, we would ask you to check your email on a daily basis and do what is necessary to support these activities.

Please keep a log of the time you spent on these activities and we will credit back the time against your vacation.

Your manager will discuss specifics for your department with you today and if you have any further questions please ask HR or one of the senior management team including myself.

We will communicate with all of you through the URL <https://litens.com/covid19/>. All email will continue to operate.

Thank you for your continued support and understanding. We are trying our best to do what is right for our team. Together we will get through this.

Please practice social distancing in all you do!