

## Bulletin Dated March 30, 2020

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

There have been new developments occurring on a daily basis and I want to bring you up to date on what is happening within Litens. First, I would like to thank each and every employee and their families for their continued support of Litens and their friends and co-workers. These are challenging times and the best that each of us can do is help others in need, of course practicing good physical separation. The use of “physical” versus “social” separation reflects the need to be physically separated but that does not exclude contacting and interacting with others through the many virtual tools available to us. Helping others will help us all get through this.

#### EMPLOYEE HEALTH

We do have our first confirmed case of Covid-19 within the Litens family. An employee of LAG (our German facility) has tested positive with mild conditions. The employee had gone on vacation to Austria and developed symptoms a few days after returning. According to our policy, they had self-isolated upon return from vacation and therefore there should be no risk to any other employee at LAG at this time. We will continue to monitor the health of the employee and provide any support we can.

We continue to monitor the health of all employees and ask 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
- Practice physical distancing at all times including family members and friends
- If you are at work, stay in your own area

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 clear the March 31 date was too optimistic and we are now seeing many governments and customers targeting dates after the Easter weekend at the earliest. The US government has now implemented plans for social and physical distancing policies to continue through the end of April. Some customers (Daimler, BMW) have already announced that they will target re-opening at the end of April while others are targeting dates between Easter and the end of April.

### **LITENS OPERATING PLANS THROUGH EASTER MONDAY (APRIL 13<sup>TH</sup>) AND BEYOND**

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.

### **CANADIAN OPERATIONS**

Effective March 25<sup>th</sup>, we significantly reduced our activities, and have only essential employees working, either from the facility if necessary, or from home if effective and practical. All other employees (not already on leave) were placed on vacation until March 31<sup>st</sup>. Employees needing to work during these vacation days are asked to log their work time and their vacation will be credited back for this time. We are now extending this vacation until Friday, April 10<sup>th</sup>, Good Friday. The same policies will apply for all employees relating to obtaining credit for working during this vacation period. For employees that do not have sufficient remaining vacation time available to cover this, Human Resources will be in contact with you to work out a fair way of dealing with this shortfall. Previously approved future vacations may need to be cancelled in certain cases.

For plant employees, we need to continue to run production at a reduced level for the coming weeks, depending on customer demand. For employees currently working in the plant, you will be placed on vacation for 1 week commencing Wednesday April 1<sup>st</sup>. We will reach out to operations employees currently on vacation, based on seniority, to work for the next week starting on the 1<sup>st</sup> through to close of business on next Tuesday, April 7<sup>th</sup>. During that time we will reassess our customer demand and develop a production plan. We will inform you of our plans by Tuesday, April 7<sup>th</sup> by noon latest.

During the next two weeks we will develop a plan for all other activities for the period commencing April 13<sup>th</sup> through to the end of the month taking into account government policy and direction, health of our team and customer requirements. We will communicate this strategy by Wednesday April 8<sup>th</sup>.

I thank each and every one of you for your continued support and assistance and remain confident that we are moving forward together to beat this virus. 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