

Bulletin Dated May 4, 2020

An Important Message from our CEO, Paul Robinson

We have made it to the end of April and looking forward to brighter (and warmer) days. 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 with the warmer weather approaching 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, with some easing of restrictions and opening up of the economies. 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, I am not aware of any active Covid-19 cases within our employee population. I would like to thank each of you for filling our recent Covid-19 Risk Assessment Questionnaire. Understanding each employee's personal situation allows us to better protect our whole team from the disease. As part of this we ask you to please inform HR if anyone you live with or are in contact with has been diagnosed with Covid-19 so that we can quickly work out a plan to minimize risk and transmission.

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. Additional protective gear such as face shields is being used in hospital settings to protect high risk personnel but is not being used typically in industrial environments.

GOVERNMENT AND CUSTOMER UPDATES

There are many positive trends happening on a global basis.

China is moving to fully open their economy and relax social policies. As such LAC is fully operational as the Chinese economy and auto industry continue to stabilize.

Many countries in Europe have reached their peak in terms of new case growth and some countries like Germany have a daily reduction of total active cases. As such many countries in Europe are taking first steps to relax stay at home policies. Many of our customers in Europe have or will shortly begin to start back up, albeit at lower production volumes. LAG is moving back to a two-shift operation and LAEE continues to operate.

Covid-19 spread in Brazil started later than Europe and North America so it is still experiencing increasing cases on a daily basis. Most automakers are shut down and are now planning not to start back until June. LASA recently started back up on a one shift basis to meet aftermarket demand.

North America has reached a daily peak of new cases however there continues to be a high level of new infections and growth of total cases. All OE's have now deferred start-up plans until the middle of May or in some cases later. LAP has continued to run on a reduced two shift basis.

India is still on government mandated lockdown which was set to end on May 4th but is expected to be extended for a further two weeks. As such LAI remains closed.

We 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 MAY

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 will continue to apply local operating strategies consistent with these policies. All facilities now have sufficient masks for everyone and we expect all team members to wear masks as required.



CANADIAN OPERATIONS

For the month of May, we will continue with our strategy as implemented over the last three weeks.

- For employees that can work effectively from home to continue to do so.
- 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 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 work sharing and will continue to receive full regular wages.

Elimination of Quality Participation Bonus

We have made the decision to eliminate the QPB effective for 2020. As you are aware the QPB rewards employees for attendance which is inconsistent with our clear policy of requiring anyone that feels sick to stay at home. We appreciate everyone's commitment to come to work but at this time our rewards system must be aligned with our overall health and safety policies.

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