

Bulletin Dated September 29, 2021

An Important Message from our CEO, Paul Robinson

Return to Office Announcement

Today we are announcing our return to office strategy, commencing October 12, 2021. As you are aware, we had previously announced our intention to return to office effective September 7th which was extended to October to ensure there were no significant adverse impacts on case counts due to students returning to school full time in September.

In making this decision to move forward, we considered several factors, including:

Overall considerations:

- Overall case counts in Ontario are stable and most recently declining, even with the opening of schools and the staged opening of the economy in general
- Global overall case counts are also declining
- Vaccine rates in Ontario are amongst the highest in the world
- Everyone that chooses to be vaccinated in Ontario has had the opportunity to be fully vaccinated by now

Litens Canada considerations:

- We have been operating with at least 60% of our employees coming to work every day during the pandemic and have had very few internally communicated cases
- We have not had one case within our employee population since April
- Our employee population is approximately 90% fully vaccinated. All employees choosing to be vaccinated have had the opportunity to be vaccinated by now
- We have evaluated all work areas and have determined that they all can provide safe, physically distanced environments
- We have evaluated and maximized air exchange systems in all our facilities

We have prepared our flexible remote work policy and attached it. If you have any questions relating to it, please contact HR to discuss. Your manager will be in contact with you to discuss your eligibility and flexible work schedule.

For those eligible for mobile work, we have decided to implement a predetermined selection model for each individual's flexible days. As such, your flexible days will change each week according to the schedule. An explanation of the assignment of flexible days is attached. At the end of the 8-week trial period, we will evaluate the program to ensure it is meeting both the company's and employee's expectations.



Flexible Workday weekly schedule

- X marks the days of the specific week eligible for flexible work

Week	Mon	Tues	Wed	Thurs	Friday
1			X	X	
2		X			X
3	X			X	
4			X		X
5	X	X			
6			X	X	
7		X			X
8	X			X	

Departmental schedule

EMPLOYEE	WEEK	ROTATION	SCHEDULE						
A	1	2	3	4	5	6	7	8	
B	2	3	4	5	6	7	8	1	
C	3	4	5	6	7	8	1	2	
D	4	5	6	7	8	1	2	3	
E	5	6	7	8	1	2	3	4	
ETC.									

As we move forward, we will continue to monitor the pandemic situation and respond accordingly. Our top priority continues to be the health and safety of all our employees and families.

Warm Regards,

Paul



REMOTE WORK POLICY

CANADA

October 12, 2021

1. Introduction

Our experiences throughout the pandemic have taught us many lessons. On the personal side, we're reminded how important our time is with loved ones. On the business side, the pandemic has helped us to further embrace technology. While there is great value in being together and having the ability to collaborate in person, it is clear that we can also be quite productive when working remotely.

Working remotely is not a one-size-fits-all approach, and therefore will need to be assessed and implemented based on the individual requirements of each job, each team, and each leader. Even within office settings, there are roles which cannot be performed productively from a different location. Our jobs all look differently. In addition, how each of us performs our respective job varies, and we recognize and value our diversity even in this instance. Working together across teams, departments, offices, and manufacturing sites is a team effort, and our collective success relies on each individual contribution.

As vaccines continue to roll out across the globe and the pandemic becomes more manageable, we are formally introducing a remote work policy on a trial basis. We believe this policy is similar to those of other companies in the auto industry and strikes the right balance between providing a reasonable degree of personal flexibility as well as supporting face-to-face collaboration, which we believe is **essential** to developing cohesive teams, departments, and the organization in the long run. For those employees who do not need to be on location every day, these policies will guide them and their managers in making successful remote work arrangements.

Thank you again to all for your flexibility and commitment through the extraordinary challenges we've faced together over the last year. We look forward to applying all that we have learned for the longer term and will review our experience in due course to see where changes and enhancements make sense.



2. Jurisdiction/Local Policies

This policy applies to Canada only. Each subsidiary/facility will have their own work-from-home policy which will vary based on local management decisions and requirements. Some subsidiaries/facilities may implement work-from-home arrangements, and others may not.

3. General Considerations

3.1 Eligibility Requirements

To be eligible for a remote work arrangement the requesting employee must:

- (a) hold a position that Management has determined to be suitable for working remotely;
- (b) be a regular full-time employee who has completed his/her probationary period;
- (c) have an acceptable level of performance as determined by the Company; and
- (d) submit a written Remote Work Request Form to their manager/supervisor.

The Form is attached to this policy. The remote work arrangement will be effective once approved.

Eligibility for new employees (have not yet completed probationary period) and/or students on finite work terms will be at Management's discretion on a case-by-case basis.

3.2 General Policy Considerations

The following general policy shall apply to remote working arrangements:

- (a) Absent any unique job requirements, remote working arrangements will be limited to a maximum of two days of the employee's work week.
- (b) The employee's primary work location will remain the Company office to ensure business needs are met. When working remotely, the employee is expected to work during regular business hours (or other regularly scheduled hours, depending on job position), including to be available during such times for collaboration with team members via telephone and/or Internet



conference. The employee must also be able to report to the primary work location and/or any supported location upon short notice, should the business need arise for the employee to do so.

- (c) Working remotely is not designed to be a replacement for child or dependent care. These issues are dealt with under accommodation policies that vary depending on the employee's individual circumstances. ***Any requests for accommodation should be brought to the attention of the Human Resources department.***
- (d) For liability reasons, remote work is limited to 'office work' only. The Company cannot allow any other type of work, including any type of physical work such as prototyping, manufacturing, testing, etc. to be performed outside of the primary work location.
- (e) In the event the employee cannot fully meet the duties and responsibilities of his/her position as determined by the employee's supervisor, the remote work arrangement will be immediately terminated in order to allow for close supervision and/or corrective action to address the employee's performance.
- (f) The Company reserves the right to terminate remote work arrangement(s) at any time, without notice.

3.3 Remote Location

- (a) To protect any confidential, proprietary, or sensitive Company information, all business must be conducted on Company issued equipment (with the exception of remote terminal arrangements that enable the employee to operate Company equipment remotely) using secured and authenticated network connections. While remote working, employees are expected to continue to comply with all Company policies, including but not limited to the Global IT Policy and the Code of Conduct and Ethics Policy, with a business-as-usual approach.
- (b) As a general policy the Company will not be issuing new laptops to those employees whose primary computing device is presently a desktop computer.



- (c) The Company will not reimburse employees for any costs associated with their home office. This includes the cost of setting up the home office, utilities, home landline, Wifi, home computers, additional monitors, desks, printers, ink, paper, office supplies, etc. The Company is not responsible for wear or depreciation of personal equipment at a remote home office location.
- (d) Employees should maintain their remote workspaces in a safe manner, free from safety hazards. The employee is solely responsible for any injury or damage to persons or property at or relating to their remote workspace.
- (e) Employees are prohibited from conducting *in-person* meetings or interviews with customers, suppliers or candidates from their remote home offices. All such in-person meetings must occur at Company or other approved locations. *Virtual* meetings are, of course, permissible from employees' remote home office. Remember that even while working from home you represent the Company, so please practice appropriate office etiquette.
- (f) Should the employee's ability to connect remotely be impeded for any reason for any material period of time, he/she will need to report to the Company office.
- (g) This policy does not envision remote work arrangements involving a home/remote work location that is in a region or jurisdiction that is different (for tax purposes) than the office the employee normally reports to (e.g., different country, different state). Such arrangements are outside the scope of this policy and require separate considerations.

4. Managerial Considerations

- (a) Managers are responsible for ensuring that they have the appropriate level of coverage in the office during the work week. (The work group cannot all be working remotely every Monday and Friday.)
- (b) Managers must ensure that there is no favoritism in the allocation of flex days. To avoid such issues, the Company intends on developing a rotating schedule in order to equitably distribute the flex days amongst each work group. Further details will be provided in due course.



- (c) Department heads will be responsible for submitting a summary of work schedules to Human Resources.
- (d) Managers must ensure that they are on-site to supervise employees that are still on probation.

5. Administrative Considerations

5.1 Physical Presence

Due to health and safety regulations, Litens is legally obligated to account for the whereabouts of its employees when on-site. This requirement imposes challenges when the on-site workforce is constantly changing. For this reason, the flex days will be pre-scheduled amongst each work group in order to provide some certainty as to who is supposed to be on or off location.

5.2 Tax Forms

Absent pre-existing contractual arrangements, Litens Canada will not provide any employee with any tax forms (such as T2200 forms or any other document in support T777 forms) with respect to remote working arrangements under this policy.



REMOTE WORK REQUEST FORM

I _____, am requesting a review of my eligibility to work remotely. Should my request be approved, I acknowledge that the availability of remote work and/or the remote work schedule is not an entitlement, and approval of a remote work arrangement does not alter the terms and conditions of my employment with the Company. I further acknowledge that I have read and agree to abide by the guidelines and requirements of the Company's Remote Work Policy - Canada, as may be amended from time to time.

Acknowledgement

Employee's Signature
Print name:

Date

Manager's Signature
Print name:

Date

Human Resources' Signature
Print name:

Date



Approval: (check which applies)

Approved: _____ Declined: _____

If declined, explain why:

Details of Remote Work schedule:
