



## Announcement: Actions against Coronavirus

March 13, 2020

Thank you for your support to Saki Corporation (hereinafter referred to as Saki).

Saki has been taking actions against the worldwide spread of Coronavirus since March 2<sup>nd</sup>, 2020. To prevent the virus's transmission to relevant parties and protect our employees and their families, Saki will take additional actions for an extended period of time by promptly responding to the instructions by the Government of Japan and other public authorities.

We are truly sorry for all the inconveniences that may be caused by the change. Your understanding is greatly appreciated.

### Actions

#### (New)

- Encourage employees to measure body temperature every morning; employees must stay at home if their temperature is 37.5 C or higher and/or they do not feel well.
- Employees must stay at home if identified as close contact, or if one of their family members with shared household is tested positive for Coronavirus.
- Encourage sanitization by alcohol and frequent ventilation.

#### (effective since March 2<sup>nd</sup>)

- Stop less-urgent business trips by employees and visits to Saki's offices and factories by customers or partners (we will determine the necessity after deliberation with each party). Encourage teleconferences instead of face-to-face meetings.
- Encourage commutes during less-busy hours.
- Encourage teleworking when the employee has difficulty coming to the office (i.e. when the children's school is closed).
- Ask employees to sanitize hands and wear masks regularly.

### Period

From March 2<sup>nd</sup>, 2020 (Mon.) to an extended period of time.  
(to be determined after careful consideration)



We will continue taking preventive measures against the Coronavirus spread, in line with the government's policy and action plans. Safety of our customers, business partners, employees, and their families has the top priority in Saki.

Our factories run as usual as of March 13, but the supply chain and other production processes may be affected if the outbreak lasts a long time. In those cases, we will report the potential issues to relevant parties and discuss countermeasures with them in a prompt manner.

See the contact information below in case you have any questions.

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