



21<sup>th</sup> April 2020

Dear Customers,

We are facing a truly unprecedented situation. The global COVID-19 pandemic is affecting all our families, our businesses, our communities, and our way of life. During this time, I want to share this update with you on how NIFCO is approaching the situation.

We are continuing our production operations to support customer demands. The following is the operation status of our main offices and factories:

Nifco sales office EU (Germany) – Staff is working remotely from home full-time.

Nifco sales office USA (Portland) – Staff is working remotely from home full-time.

Nifco (Japan)- 100% of employees are working, and factory is at normal production level. Office employees are working remotely from home.

Nifco Taiwan- 100% of employees are working, and factory is at normal production level.

Tifco Dongguan (China)- 100% of employees are working, and factory is at normal production level. Started 5 day work week from this week.

Nifco Vietnam- 100% of employees are working, and factory is at normal production level. Started 4 day work week from this week.

Nifco Hong Kong- 100% of employees are working (10:00-17:00), and factory is at normal production level. Due to government directives, office employees are working on a rotation schedule. (Team A works at office while Team B works remotely from home one week, then switch each week.)

Nifco Buckle Epidemic prevention grading table

Epidemic classification	Status of the outbreak
Level 1	There are no confirmed cases within the country.
Level 2	There are confirmed cases from overseas migration.
Level 3	There are confirmed cases from local infection.

Level 4	Widespread in big cities mainly, but under control.
Level 5	Widespread throughout the country but under control, or becoming widespread in mid-sized cities also.
Level 6	Widespread throughout the country and out of control.
Level 7	The employee(s) are confirmed to be infected.

Nifco considers the current situation for its Asian factories to be Level 4 based on its self-assessment per the epidemic prevention grading table which is set in reference to government standards, and we want to share our implemented infection prevention actions (overview) against COVID-19 as follows:

No	Area	Action
1	Attendance	<ol style="list-style-type: none"> <li>1) Body temperature measurement at the entrance before everyone goes to work every day. (Use of thermal sensitivity inspection machine, 37.5 degrees prohibited.)</li> <li>2) Thorough alcohol disinfection at the entrance carried out, including visitors such as subcontractors and transportation companies.</li> </ol>
2	Workplace	<ol style="list-style-type: none"> <li>1) Work by two-team system at big city offices. One team works at office while other team works remotely from home, then switch each week.</li> <li>2) Regulate the distance between people by complying with social distancing measures that maintain more than 1.5 meters between each person in the room.</li> <li>3) Wear meeting masks.</li> </ol>
3	Wearing a mask	<ol style="list-style-type: none"> <li>1) Voluntary for healthy personnel, but all wear masks whenever a visitor is present.</li> <li>2) Mandatory for the first seven days back to work when an employees returns after a period of quarantine.</li> </ol>
4	Meeting	<ol style="list-style-type: none"> <li>1) Web meeting preferred, but wear masks for any in-person meetings.</li> <li>2) Visitors are denied, but if absolutely necessary they must check body temperature, wear a mask, and wash hands using alcohol.</li> </ol>
5	Travel	<ol style="list-style-type: none"> <li>1) Overseas trips are banned, domestic trips are discouraged. Web meetings preferred whenever possible.</li> </ol>

6	Cafeteria	1) Cafeteria closed. Changed from meal service to lunch box style, and employees eat at their own desk and keep social distance.
7	Others	1) All doors are cleaned with disinfectant every day, disinfectant dispensers are installed at each entrance for hand sanitization. 2) The latest COVID-19 and coronavirus status updates are distributed to everyone via email each day.



Thank you for your continued partnership and support.

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