

## Prevention Measures against COVID-19

UNIONT TOOL CO. has implemented the following prevention measures against COVID-19 since the beginning of March. We would like to ask all those involved for their understanding and cooperation.

Details of prevention measures :

### 1 ) Measures on infection prevention and health management

- Wearing a face mask and carrying out proper manners for coughing at the workplace is required
- Frequent hand wash and disinfection of hands is required.
- Shared places(door knobs, handrails, light switches, etc.) are regularly disinfected.
- Unnecessary coming and going between floors is restricted.
- Social distancing and ventilation in the workplace.
- Employees must check their body temperature every morning (Employees with a fever or any other symptoms related to COVID-19 will be ordered to stay at home)
- The workplace of the employee ordered to stay at home will be disinfected.
- If a family member of an employee is suspected of showing symptoms of COVID-19, the employee will be ordered to stay at home.

### 2 ) Measures on commute and work

- Working from home and flexible work hours is enforced to lessen the risk of being infected during commute.
- Utilizing web conference systems is enforced.

### 3 ) Measures on business trips

- All non-urgent business trips(domestic and international) are prohibited.
- Attending lectures and seminars are restricted.

### 4 ) Other measures

- We request all visitors to disinfect their hands and wear a face mask.

We will prioritize prevention and the health and safety of employees by continuing with these measures.