

## Prevention Measures against COVID-19

UNION TOOL CO. expresses our deepest sympathies to those affected by the spread of COVID-19 and those who have fallen ill to COVID-19. We would also like to express our deep gratitude to all the medical and health institutions who are making daily efforts to prevent the spread of infection and treat patients.

Following the state of emergency issued on January the 13th, we have strengthened our measures to prevent infection of COVID-19. We would like to ask all those involved for their understanding and cooperation.

<Details of additional prevention measures>

Begging January 15 :

- As a general rule, visitors are prohibited from entering the office
- Limitation on the number of people using the elevator and conference room
- Set up acrylic board in the meeting room / office
- Decentralization of lunch breaks, prohibition of eating out
- Refrain from going out unnecessarily, including returning to home town
- Shift organization that enables business continuity even if a staff member becomes infected.

Begging at the end of January :

- Temperature measurement for visitors by thermography
- Installation of automatic disinfectant
- Distribution of disinfectant solution and constant carrying instructions
- Disinfectant solution will be distributed and required to be carried at all times

The above will be implemented as appropriate according to the scale of each branch and the infection status of said location.

We will continue to take measures to prevent infection with the highest priority on ensuring the safety of all employees.

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<Infection prevention measures implemented in June 2020>

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 of over 37.5°C 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.