Response to New Coronavirus ("COVID-19") Outbreak
(Fourth report)

We established the emergency task force in Headquarters and have been continuously implementing countermeasures. Once again, we would like to announce our countermeasures following a state of emergency declared by Japanese Government and its measures prepared by prefectural governments such as Tokyo Metropolis.

At this moment, no employee is infected with COVID-19. Our production at Aomori Factory, Aomori Matsuzaki Factory and Oita Technology Laboratory is kept normal.

The details regarding our countermeasures in palace are as follows.

1. Domestic and overseas operations (production and sales)
   - Among our domestic employees, those of Headquarters (Tokyo) are in principle required to work from home. The operations of other domestic locations (Aomori and Oita) are kept normal.
   - Despite the situation in which employees in China, South Korea, Singapore and US among all overseas locations work from home, we don't have a major impact at this moment. The operations of other overseas locations are kept normal.

2. Changes in employees’ working practice to prevent infection
   - Any overseas business trips are prohibited.
   - Non-essential domestic business trips are prohibited.
   - The staggered hours in which employees are allowed to change their business start times are continued.
   - Employees who face difficulty in coming to the office are allowed to work from home. (It is already required for all employees at Headquarters.)
   - Employees are voluntarily refrained from organizing and participating in the
events that expect many attendees.

- Body temperature check is made compulsory for all employees and guests entering Aomori Factory and Oita Technology Laboratory.

Our top priorities remain to familiarize our employees with any requests from national governments such as Japanese Government and its prefectural authorities, to ensure health and safety of all of our stakeholders including our employees and customers, and to prevent those stakeholders from being infected. On top of that, we will attempt to fulfill our responsibility in providing our products and services.

We intend to provide additional information regarding the changes in our status and countermeasures.