

April 10, 2020

<UPDATE> Measures against the Spread of the Novel Coronavirus (as of April 10, 2020)

Against the spread of novel coronavirus COVID-19, Nabtesco Corporation formulated the Nabtesco Group's policy to tackle the coronavirus and the guidelines for Group employees, with a view toward preventing infection both within and outside the company and ensuring the safety of employees working at the Nabtesco Group's bases, and has been implementing measures in line with the policy and the guidelines for a limited period from March 2 to April 12.

Because of the continued rise in coronavirus cases, the Japanese government declared a state of emergency for seven prefectures, including Tokyo, on April 7. In response, Nabtesco Corporation will revise the guidelines for Group employees announced on March 2 to enhance the measures to prevent the spread of the virus, and will extend the implementation period until May 6.

Guidelines for Group employees

- (1) Change the work-shift systems adopted for employees at the Tokyo head office to home working to reduce interpersonal contact.
- (2) Prohibit employees from making overseas business trips.
- (3) Prohibit employees making business trips between the Group's manufacturing bases and other sites in principle except for specific cases.
- (4) Refrain from organizing company training seminars, conferences and others.
- (5) Take all employees' temperature when they come to work.
- (6) Maintain social distance at workplaces.
- (7) Expand the application of the flexible working system, increase the frequency of the bus service provided by the outsourcing company, and recommend employees to commute to work by private car as a means to avoid the risk of infection posed by commuting to workplaces.
- (8) Promote the shift to teleworking and grant special holidays to support employees with children who are not attending school due to the temporary closure caused by the spread of the coronavirus.

*For the Group's policy and guidelines prior to revision, please refer to the following:

**【Reference】 The Group's policy to tackle the coronavirus and guidelines
for Group employees announced on March 2**

1. Group's policy to tackle the coronavirus

In order to deal with the risks posed by the spread of the novel coronavirus, the Nabtesco Group will implement necessary measures according to the following policy:

- 1) Give first priority to maintaining the health of stakeholders, including Group employees.
- 2) Work to provide products and services on a continual basis.
- 3) Work to maintain the management functions.
- 4) In the event that an employee is suspected of being infected with the coronavirus or any employee is found to have been in close contact with a person infected with the virus, make a report to the relevant public health center according to the predefined reporting rules and follow the instructions given by the center.

2. Guidelines for Group employees

Based on the Nabtesco Group's policy to tackle the coronavirus as mentioned above, the Group has formulated the following guidelines and shared them with Group employees.

- 1) Foster home working and the use of satellite offices and online conferences.
- 2) Promote staggered commuting in metropolitan areas as a means to avoid the risk of infection and other related risks posed by commuting by public transportation.
- 3) Take employees' temperature at the entrance of the head office and manufacturing bases to prevent those who have a fever from working at the facilities.
- 4) Postpone business trips and large-scale conferences both within and outside Japan unless they are urgently necessary.
- 5) Adopt shift-work systems at the head office's administrative departments to reduce the risk of infection.