

February 28, 2020

### **Santen's Measures to Combat Novel Coronavirus Infections (COVID-19) (No.1)**

Given the ongoing increase in novel coronavirus infections (COVID-19), Santen has decided to take the measures below to prevent the further spread of the virus and protect the health of employees.

#### **Working Practices in Japan**

- As a general rule, colleagues who usually work in offices will work from home. If the nature of the work means it is impossible to work from home or visits outside the home are otherwise required, employees should, after confirmation with their supervisor, work to avoid crowded transportation through measures such as commuting outside the rush hour.
- Employees who need to come into work, such as employees involved in product supply, research and customer liaison (this includes employees working in factories, research institutions, sales offices and other similar locations), should follow the instructions of their supervisor.
- As a general rule, overseas business trips are forbidden.
- Business trips within Japan should only be undertaken with advance permission from a supervisor after consideration of the trip's impact on the business and its necessity in terms of relationships with other parties
- As a general rule, major meetings and events planned in Japan (such as global meetings) are forbidden.

#### **Other Matters**

- Santen has already established a Crisis Management Committee chaired by the company president, in order to monitor the situation across our company, including the situation in China. The committee will examine our response and provide instructions (committee established on January 28).
- A donation of 1 million RMB (approximately ¥16 million) has been provided to the Chinese Red Cross.
- Masks, goggles and other protective equipment have been supplied to Chinese employees.
- Employees are required to practice proper hand washing and coughing etiquette and to avoid leaving home when having symptoms of a cold. If an employee needs to leave a home for unavoidable reasons, wearing a mask is strongly recommended.

We will continue to respond appropriately if the situation should change.