

Santen's Measures to Combat Novel Coronavirus Infections (COVID-19) (No.2)

Given the ongoing increase in novel corona virus infections (COVID-19), Santen has been making every effort to promptly prevent the spread of the virus and secure the safety of employees and their families with the basic premise of maintaining a stable supply of products.

The virus has been spreading beyond China and Japan to all continents including Europe, Asia, and the U.S. Starting in March, we have expanded and strengthened our measures in Japan as well as at all of our business bases around the world in accordance with the regulations and guidance of each country.

【Working Practices in Japan】

- As a general rule, colleagues who usually work in offices should 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, all overseas business trips regardless of the country of departure are forbidden.
- Regardless of the country, domestic business trips at all bases require advance permission of their 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, regardless of the country, Santen will not host large meetings and events (such as global meetings).
- Employees will voluntarily refrain from participating in or reduce the size of international and domestic academic conferences after carefully considering their necessity.

【Other Matters】

- Santen established a Crisis Management Committee chaired by the company president to monitor the situation at bases across the world and in Japan. The Committee deliberates on response and provides instructions(28th Jan~).
- The formulation of a Business Continuity Plan (BCP) for a pandemic is being discussed assuming the spread and prolongation of the infection.
- A donation of 1 million RMB (approximately ¥16 million) has been provided to the Chinese Red Cross.
- Masks, goggles, and other supplies are being provided to employees across the world.

- 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 place the highest priority on the safety of our customers, business partners, employees, and their families and take measures to prevent the spread of the virus in accordance with the government policy of each country.