

**Santen's Measures to Combat
Novel Coronavirus Infections (COVID-19) (No. 3)**

In response to the current widespread infections with the disease caused by the novel coronavirus, Santen has made rapid global efforts throughout our worldwide operations to prevent infections from occurring and spreading while also ensuring that we continue to run a business and provide a stable supply of our products. Currently, various countries are taking gradual steps to remove restrictions on people's movements and economic activities, but rather than return to the practices that were in place before the spread of novel coronavirus, we believe that new, modified work styles must be introduced. Based on this belief, we will be taking the actions below. Note that the actions below describe our basic policies, and all measures taken by the company will follow the legal regulations and guidelines in the respective countries and regions in which we operate including Japan, China, the rest of Asia, Europe and the United States.

1. Policies going forward
 - We will continue to uphold basic policies for stable supply of our products, prevention of further novel coronavirus infections and maintenance of innovation.
 - We will continue to thoroughly incorporate measures for preventing infection into our working and business trip practices.

2. We will implement the following measures in countries and regions where states of emergency have been rescinded
 - 1) Working practices
 - As a basic rule, we will continue to have employees work from home
 - 2) Business trips
 - We are continuing to prohibit overseas business trips
 - Domestic business trips in Japan may be possible with the advance permission of a supervisor if deemed necessary
 - 3) Customer visits
 - In the case of sales activities and other customer visits, departments will take their own decisions in line with certain criteria consistent with our continued implementation of thorough measures to prevent infection
 - 4) Events and meetings
 - As a basic rule, meetings will be held online. Employees will be instructed to avoid poorly ventilated spaces, crowded spaces and close personal contact.

3. Guidelines for using the office when coming into the office is required
 - If an employee has no choice but to come into the office, they should receive advance permission from the head of the organization.
 - The head of each organization will ensure that no more than 30% of the members of each organization are attending the office and will continue to hold meetings and

other events online.

- At our company's places of operation in Europe, the United States, China and the rest of Asia, a responsible person will be designated to report to the head of risk management at headquarters on the implementation and monitoring of measures to prevent infection.

Global guidelines for using the office are as per the below. These are basic policies and we will, in accordance with the guidelines in this region, establish local rules for our places of operation as we work further to prevent infection.

Item	Our Rules for Employees
Office restrictions	Observe the following restrictions when coming into the office is inevitable: <ul style="list-style-type: none">• Ensure there is a distance between chairs (remove some chairs to ensure a distance of at least 2 meters)• Small meeting rooms may only be used by one person at a time• If ventilation systems are installed, they should always be on (air purifiers should be installed as required)• Other local rules on preventing infection should be established including rules on the availability of disinfectant.
Rules to bear in mind when coming into the office	When coming into the office, each individual should take thorough action to prevent infection <ul style="list-style-type: none">• Always avoid peak times if you must use public transport• Take body temperature prior to work (and work from home if body temperature is above normal)• Always wear a mask when travelling, wash and disinfect hands regularly• Establish and follow local infection prevention rules

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.