



Our Emergency Preparedness Against Coronavirus (COVID-19) Outbreak

Report Date: March 30, 2020

This provides an update on the situation and actions OLIC (Thailand) Limited is taking in response against the Coronavirus outbreak.

1. Business Continuity Plan

The company has conducted mock BCP test for COVID-19 case situation on 25 March 2020. This test helps to examine and strengthen our existing plans, procedures and capabilities to manage and response when we found a positive case of COVID-19 in our company.

2. Current Results of Personnel Screening as of March 30, 2020

- 2.1. Number of High-Risk Cases: 0 Cases
- 2.2. Number of Coronavirus Positive Cases: 0 Cases

3. Policies and Procedures Against Coronavirus (COVID-19) Outbreak

In addition, from previous report on 18 March 2020, OLIC follow the National State of Emergency announced on 26 March 2020 by Thai Government, and also implement measure of social distancing to reduce the risk of transmission of COVID-19. We launched and encouraged our employees to practice as per 2 additional internal announcements below:

- 3.1 Announcement No.6 issued on 23 March 2020 for Postponement of Songkran holidays and set new time lapse for breakfast time and Lunch break, for the social distance management.
- 3.2 Announcement No.7 issued on 26 March 2020 for Work from Home Policy.

4. Our Operations at Main Manufacturing Site as of March 30, 2020

OLIC (Thailand) Limited start implementing a work from home policy for some support functions effective from 30 March 2020 until further notice.

The current proportion of operations is as follows.

Place	%Operations	%Operations (work from home)	Details of closed operations
Main manufacturing site (in Bangpa-in Industrial Estate)	96%	4%	None
Sales Office	0%	100%	None



5. Management of Material Supplies and Inventory

OLIC has prepared the buffer stock for each critical and key material, as well as manufacturing equipment to ensure that these could cover manufacturing activities for at least 3 months.

OLIC teams are also working together and have daily contacts with all concerns, including suppliers, to have constantly updated on possibility of materials supply, difficulties and potential critical issues. Once having any special notification from suppliers, OLIC would contact you for further update and/or request for approval in purchasing some items in advance.

Refer from previous announcement and report, it will remain unchanged. OLIC do implement more communicational tools to support the business during this situation, with understanding that all stakeholders and ourselves shall comply to Government measure to Work from Home and/or social distance.

OLIC confirm our full operation to deliver on the commitments we have made, without altering your business planning. If any above conditions change, we will inform all stakeholders within the shortest time possible.

Yours Sincerely,

A handwritten signature in blue ink, appearing to read 'Yoshihiro Takada'.

Yoshihiro Takada
(Managing Director)