

## MEMORANDUM

**TO:** TT Electronics Customers  
**FROM:** Richard Tyson, CEO, TT Electronics  
**SUBJECT:** Novel Coronavirus 2019-nCov  
**DATE:** January 29, 2020

TT Electronics has been reviewing the situation regarding the Coronavirus in China closely. Having consulted with our teams on the ground and reviewing local authority and government advice, we have issued an initial set of guidance to our people - firstly to prevent the spread of illness and keep our employees and customers safe, and also to mitigate the risk of future business disruption as much as possible.

At this time, no TT Electronics facilities or operations have been affected. Currently all of our employees in China and more broadly Asia are safe and well and they are all in our thoughts during this very difficult time.

For your information, the current guidance for TT employees is as follows:

- **Travel to Asia (the entire APAC region)**  
The instruction from TT Electronics at this time is not to travel to Asia and to postpone any future travel plans until further notice. This direction will remain in place until such time as the outbreak is under control or has been resolved.
- **Travel within and from Asia (entire APAC region)**  
Further to the effective lockdown of Wuhan, travel restrictions have been implemented across many cities and regions within China. Chinese authorities have also asked residents who return from affected areas to stay at home for 14 days to prevent the spread of the virus. The Chinese authorities have directed that employees may not return to work until 10 February. The ban applies to all companies apart from utilities, medical firms, medical suppliers, and supermarkets. Travellers within Asia should monitor local media and any travel should ideally be limited to commutes to and from places of work.

In addition to the above internal guidance, we are also actively assessing the implications to our supply chain and planned customer delivery. The situation remains fluid and we will keep you updated as it develops. The health and safety of our people remains our top priority.

Regards,

Richard Tyson  
CEO