

March 18, 2020

Novel Coronavirus (COVID-19)

Company Update Regarding Employees' CAL Balances

All Employees:

We are continuing to operate while keeping our facilities open and allowing those who can work from home to do so. To support those of you who may need to be absent from work without the ability to work from home, we have decided, on a temporary basis, to allow you to accumulate a negative CAL balance of up to 40 hours through April 3, 2020. In order to accumulate a negative CAL balance, you will need to first exhaust your existing CAL balance.

In addition to the support from the Company, multiple government agencies are supporting employees who cannot work due to the COVID-19 situation. If this applies to you, please use the following link:

<https://in.ga.com/BusinessContinuity/Pages/home.aspx>.

Please contact your HR representative if you have any questions.