

## Dear Adient Colleague,

Providing employees with a safe workplace has always been our top priority at Adient. As you return to work, you'll see that we have made changes to certain health and safety procedures based on recommended best practices from global health agencies. Please familiarize yourself with these guidelines before returning to work.

While we adapt to this "new normal," what hasn't changed is our commitment to remaining a world-class partner to our customers. Our Driving Forward guiding principles — Customers, People, Quality, Community and Financial Discipline — remain constant. Following the procedures outlined here and focusing on our principles will be key to our continued success.

Thank you for your support. May you and your families stay safe.

Sincerely,



**Doug Del Grosso**, President & CEO

## INTRODUCTION

You play a key role in ensuring the health and safety of our employees, avoiding the further spread of the virus, and preventing any disruptions to our supply chain. This guidance will provide you with information about the virus and will outline what is expected from you as you manage your plant/site during this exceptional period.

### What is COVID-19?

Coronaviruses are a large family of viruses that may cause illness in animals or humans. In humans, several coronaviruses are known to cause respiratory infections ranging from the common cold to more severe diseases such as the Severe Acute Respiratory Syndrome (SARS). The most recently discovered coronavirus causes COVID-19.

### What are the symptoms?

The most common symptoms of COVID-19 are fever, tiredness and dry cough. Some patients may have aches and pains, nasal congestion, sore throat or diarrhea. Symptoms are usually mild and begin gradually. Some people become infected but don't develop any symptoms and don't feel unwell. Around 1 out of every 6 infected persons becomes seriously ill.

### How does it spread?

The disease can spread from person to person via small droplets from the nose or mouth that are spread when a person with COVID-19 coughs or exhales. People can catch COVID-19 if they breathe in droplets from an infected person or touch infected surfaces and then touch their eyes, nose or mouth.

Source: World Health Organization

## EMPLOYEE REQUIREMENTS

Our collective success in the execution of a few key responsibilities is perhaps the single biggest drive in sustaining the well-being of our team, their families and our communities. Adient employees are expected to follow Adient's standards regarding basic hygiene, COVID-19 related personal protective equipment (PPE), and social distancing.

### Compliance with basic hygiene standards



- > Clean hands with an alcohol-based hand rub or soap and water
- > Avoid touching your eyes, nose and mouth
- > Cover your mouth and nose with your bent elbow or a tissue when coughing or sneezing

### Compliance with COVID-19 related PPE requirements



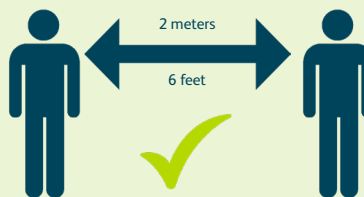
- > Wear a face covering/mask when working in Adient environments
- > Ensure you properly care for, handle and dispose of PPE to minimize risk to yourself and those around you
- > Face shields will be made available as optional equipment for those who choose to wear them

### Compliance with social distancing guidelines

Based on the limited history of COVID-19, social distancing represents the most effective way to minimize the spread of the virus. As a blanketing principle, strive to reorganize work in a way that allows for 2 meters, or 6 feet, of space between people and eliminates any potential for person-to-person contact.

Ensure you understand and comply with the Social Distancing requirements in place at your work location. This includes but is not limited to:

- > Strive to maintain 2 meters (6 feet) of physical distance between yourself and others Requirements related to the completion of your job/tasks
- > Requirements related to break areas, common spaces, washrooms, building access and working from home
- > Requirements related to transportation (where applicable)



## THE NEW NORMAL

### Adient's Well-being Policy

As an Adient employee, before you can return to work, you must comply with fitness-for-duty requirements relative to COVID-19. Employees should strive to stay up-to-date on the spread of COVID-19 locally and how it may uniquely impact your location.

Additionally, Adient has implemented wellness screenings at all of its locations. Temperature scans are required upon entry to ensure a normal body temperature. Employees whose temperatures are out of compliance will be asked to leave the premises and return with a clean bill of health and/or after 14 days. Failure to comply with the temperature screening will result in an individual not being allowed to enter the premises.



Employees with active confirmed or suspected COVID-19 — or who feel sick with symptoms of fever, cough or shortness of breath — must stay away from Adient locations for a 14-day period. If necessary, seek medical care and avoid contact with others for a 14-day period. If in doubt, they must inform the local HR team/supervisor and stay home.



Employees who have traveled outside of the continent are required to stay away from Adient locations for a 14-day period upon returning to their home country. For geographies where local requirements limit travel to areas within your home country or state, please default to local requirements.




Employees who have been in contact with individuals with flu like symptoms, suspected of having COVID-19, or confirmed of having COVID-19 are permitted to continue work, provided the employee remains asymptomatic.



If you have individual employees who are suffering from chronic diseases or similar, you may consider alternative working methods, if applicable, depending on your evaluation of the situation.

In addition to the above responsibilities for all employees, your role may require you to apply certain more specific elements of Adient's COVID-19 Prevention and Response actions. Please contact your manager for more information.



## COVID-19 Company News & Updates

For the most up-to-date information on Adient's response to the COVID-19 pandemic, visit the Connect Portal at [connect.adient.com](https://connect.adient.com).

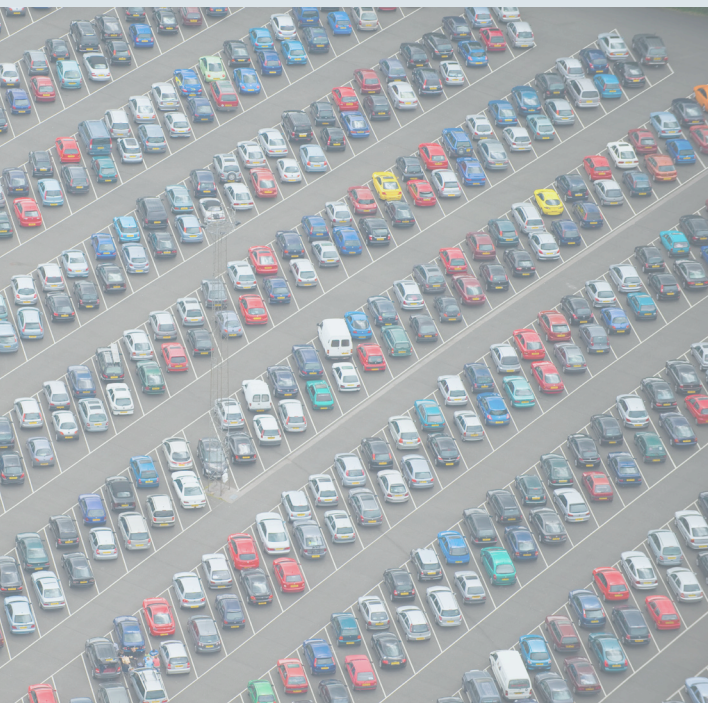
## Additional Resources

World Health Organization  
[www.who.int](https://www.who.int)

Centers for Disease Control & Prevention (CDC)  
[www.cdc.gov](https://www.cdc.gov)

CDC — COVID-19 Updates  
[www.cdc.gov/media/dpk/diseases-and-conditions/coronavirus/coronavirus-2020.html](https://www.cdc.gov/media/dpk/diseases-and-conditions/coronavirus/coronavirus-2020.html)

CDC — Public Health Recommendations for Community-Related Exposure  
[www.cdc.gov/coronavirus/2019-ncov/php/public-health-recommendations.html](https://www.cdc.gov/coronavirus/2019-ncov/php/public-health-recommendations.html)

The Adient logo, consisting of the word "ADIENT" in a bold, dark blue, sans-serif font, with a yellow diagonal line segment to the left of the letter "A".

# COVID-19 Return-to-Work Mini Guide

A handbook for Adient  
employees returning to work

April 2020

