



MARCH 26, 2020



Dear Gates Customers and Suppliers,

Given the ongoing COVID-19 pandemic, governments across the globe are issuing and modifying existing directives and orders regarding closure of businesses that are not considered “critical” or “essential”. Many of the customers and industries for which Gates supplies its products have been designated as “critical” or “essential”, such as the transportation, agriculture, construction and other critical manufacturing and automotive industries.

***Customers, we are working hard to support you during this crisis.***

Despite these trying times, in all of our locations around the world, where local regulations permit and customers in essential industries require our support, we are open for business. Within our offices, laboratories, factories and distribution centers, we are taking a number of actions to keep our employees safe and mitigate the risk of COVID-19 spreading that meet or exceed the local, country or regional government recommendations and requirements including:

- Requesting employees with high risk medical conditions as defined by the CDC or other health organizations, or family members at home with these high risk conditions to work remotely
- Temperature checking at all offices and facilities (if allowed)
- Increasing social distancing through:
  - Staggered start, lunch and/or break times
  - Remote work arrangements for employees with high risk medical conditions
  - Rotating coverage and other remote work arrangements for other employees whose jobs can be performed remotely
  - Limiting or denying outside visitors to our sites other than those critical to operations such as logistics providers
- Providing reminders about clean hygiene and staying home if any of our employees don't feel well

***Suppliers, we ask that you continue to operate and fulfill your role in helping us support our customers.***

If you foresee any supply chain disruptions related to parts or materials you supply to Gates, please reach out to your respective Gates procurement contact at the earliest knowledge of an issue so that we may collectively determine a solution.

We again thank you for your support and loyalty to Gates and appreciate the efforts of our customers, our suppliers and all of our employees during this situation. We are committed to both limiting the spread of COVID-19 and to ensuring we take care of our customers during these unprecedented times. Please reach out to your Gates team member should you have any questions or concerns.

Sincerely,

The Gates Team