



Adient US LLC
49200 Halyard Drive
Plymouth, MI 48170

April 2, 2020

Dear Adient Supplier,

Within the past week you likely received a letter from Adient Purchasing and Supply Chain communicating how essential you are to Adient and the Automotive supply chain. Clearly while it is critical that we all participate in restarting our operations in line with our OEM Customer schedules, we also have an obligation to provide safe working environments for our valued employees.

Adient has combined lessons learned from our China Operations, along with recommendations provided by the World Health Organization, National and Local government health agencies to establish protocols for restarting our plants and maintaining high standards of employee safety and sanitation once operating. In the interests of supporting our supplier community, below are summaries of these protocols and procedures to aid your organization in successfully restarting.

Sincerely,

A handwritten signature in black ink that reads "K Carney". The signature is written in a cursive, flowing style.

Kelli E. Carney
Vice President and
Chief Purchasing Officer

- **Employee Health and Safety is our top priority**
- **Operational leadership team established to benchmark and standardize best practices (with HS&E)**
- **Actions that we are taking at our plants:**
 - **Plant COVID-19 Guidelines created to guide our plants on pro-active actions and proper response**
 - ✓ Benchmarked APAC and EU for potential improvements
 - ✓ Decontamination activities completed ahead of re-start (all Plants dark for 72 Hours ahead of Decontamination)
 - ✓ Adjusting Start/Break/Lunch times to reduce/eliminate overlap of team members
 - ✓ Reducing exposure by lowering job rotations to natural breaks (4-5 per day vs 8-10)
 - ✓ Station cleaning resources (equipment and time) at start of each rotation
 - ✓ Weekly decontamination scheduled (weekend dark periods), continual sanitization of public areas
 - **Utilize employee call-in systems to reinforce Employee Responsibilities (developing plant websites)**
 - **Defining 'Employee Responsibilities;**
 - ✓ Wiping down workstations at beginning and end of rotation, proper use of face covers, maintaining social distancing, etc.
 - **Daily supervisor tool-box talk reinforcing Employee Responsibilities**
 - **Work from home for all possible salary team members**
 - **Developing a 14-Day Rotation Program for applicable departments (Work/Off and/or Work@Home/Office)**

- **We are developing region-specific actions to address COVID-19**
- **Mexico specific actions (similar for South America):**
 - **Per Government policy, we are identifying 'most vulnerable employees' (immune system deficiencies and employees over age 65)**
 - ✓ Includes alignment to government specified payroll
 - **Laser thermometer temperature testing for all employees entering the plants**
 - ✓ Increasing spacing between employees coming into temperature check area
 - **Cafeteria social distancing**
 - ✓ Modified employee cafeteria seating; no one directly across from each other (physical barriers were deemed high risk)
 - ✓ Elimination of communal condiments
 - ✓ Elimination of fountain drinks and filling of personal water bottles
 - ✓ Transitioning to disposable plates and utensils
 - ✓ Converting smoking outdoor areas to lunch area (improves social distancing)
 - **Transportation (bus) cleaning and social distancing**
 - ✓ Increasing quantity of buses where available to reduce number of occupants (social distancing)
 - ✓ Extra Sanitization routines by transportation company (audited) including cleaning at Adiant site (where available)