

19 March 2020

To All Our Esteemed Customers & Stakeholders

COVID-19 OUTBREAK: BUSINESS CONTINUITY PLAN

In view of the pandemic outbreak of Novel Coronavirus (COVID 19) as declared by the World Health Organisation (WHO) and various actions/restrictions taken by various countries in ASEAN and worldwide. The management would like to keep all our valuable customers informed of the business continuity plan and the action that have been in place to handle the situation.

No Employees with Covid-19 Infection

Firstly, we would like to confirm that as at today, there is no record of any of our employees who is infected with Covid-19. The management continues to monitor the safety and wellbeing of its employees and has released precautionary measures and guidelines to protect the employees and their families.

Action Plan

In our continuous commitment to prevent further spread of the outbreak, we have carried out the following action plans:

- a) From 1st April 2020, employees will be segregated into two groups for all departments in order to minimize the risk of exposure. They have been assigned to work from home or in office on alternate hours.
- b) Non-essential visits from contractors, customers, suppliers and business associates to the factory sites or offices are to be ceased until further notice. Visitors from the affected countries namely China, Republic of Korea, Italy, Japan and other countries (as advised by the Government) are not allowed into the factory sites or offices unless they have passed the incubation period of 14 days or have been recently certified by the Ministry of Health to be free of Covid-19. The affected countries and the quarantine period are subject to change depending on the outbreak situation.
- c) All external trainings will be postponed until further notice. All HR personnel are advised to get the management approval if the training is unavoidable. Similarly, any in-house training which involves an external trainer is to be deferred
- d) All business travels have been temporarily suspended until further notice. Employees dealing with customers, suppliers or any business associates are encouraged to communicate via email, skype, conference call or video conference instead of meeting face to face.
- e) Health screen for all employees or anyone coming to the factory sites have been tightened. Anyone with a high body temperature (>37.5°C), cough and/or respiratory symptom are to be prohibited from entry.
- f) Any leave application to travel overseas is not be approved for the time being.
- g) No company function involving large crowds is allowed.

h) Employees are advised to maintain good hygiene habits, practice social distancing and to adopt social responsibility including: -

- Always maintain good personal hygiene, including hand washing with soap and water or use of sanitizer.
- Cover their mouth when coughing, sneezing or having flu.
- Avoid sharing food, utensils and other personal hygiene items.
- Practice good hygienic habits at all common areas including toilets, pantry, canteen, etc.
- Avoid body contact, handshakes and crowded places.
- Staff who feel unwell are advised and must go for medical checkup/consultation

Business Operations and Continuity of Supply

The management has taken steps to ensure business continuity so that there is no disruption to the output of our factories. If an employee is infected by Covid-19 which requires any factory to be shut down or employees to be quarantined, the following actions plans have been laid down.

a) Local Sales

If there is disruption at any of our factory, an alternative source will be sought from our other factory within Aalst Wilmar Group of companies. If it is not feasible to source within the group, the management will seek assistance within the industry or from the Wilmar International Limited group of companies located in other countries.

b) Export Sales

If Aalst Wilmar's Singapore operation is disrupted, the management will seek alternative supply from within the Aalst Wilmar or Wilmar International Limited group of companies located in other countries.

We are committed to ensure that our business continues its operations without any disruption during this challenging time.

Best Regards
For Aalst Wilmar Pte Ltd



Connie Kwan
Chief Operation Officer