

## General Announcement - Regional HR Updates

2020-03-22

### To all US & European/UK Employees;

In January CrownBio established a Global Pandemic Response Committee (Committee). In March we established Site-level Response Team. Both the Committee and Site level team meets regularly to monitor the situation and to ensure we take the necessary steps to protect our employees, their families as well as our customer and partners.

Given the frequently changing nature of COVID-19 and the need to protect our employees, CrownBio's Sr. Management Team is closely following the applicable national, federal, and state guidance, mandates, and policies. We will update our internal policies accordingly and provide employees updates on a frequent basis.

Our ultimate goal and highest priority is the health, safety, and well-being of our employees around the world. Your Pandemic Response Teams will continue to provide our employees with specific information regarding your respective sites and answer all your questions and concerns.

### Resources & Questions:

For questions please use the [BeSafe@CrownBio.com](mailto:BeSafe@CrownBio.com), or reach out to your local Pandemic Response Team, Site Manager, or Regional HR directly.

#### Site Managers

CBSD: [Jayant Thatte](#)

CBLA: [Keefe Chng](#)

CBUK: [Stuart Dexter](#)

#### Human Resource

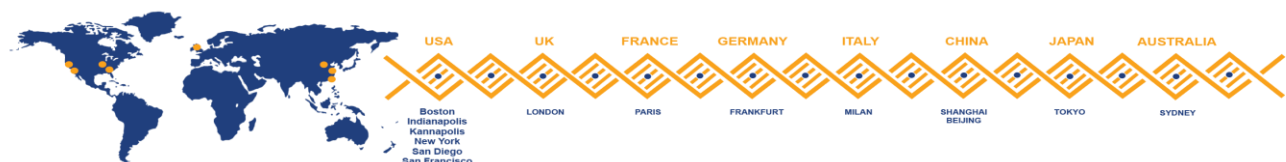
USA/EU/UK: [Eileen Valero](#)

The [www.CrownBio.com/besafe](http://www.CrownBio.com/besafe) web page is updated frequently with the latest information related to COVID-19. Please make sure that you bookmark the page.

## Employee Guidance Update 3/22/2020

**Effective immediately and continue for 2 weeks (until April.5th).** Such updated guideline/policy can be extended if the situation warrants.

All Employees based in the USA, Europe and UK should adhere to the following:



### Working Arrangements:

- All US and European/UK based employees can elect to work remotely from home
- All employees who can work from home should do so immediately and will receive regular pay
- Due to the nature of their work in certain departments, some employees identified in each region may be asked to complete ongoing studies
  - While California issued a statewide Executive Order ordering all individuals living in the State of California to stay home or at their place of residence, the Order allows for an exemption for these individuals to work onsite on an as needed basis to maintain continuity of operation of the federal critical infrastructure sectors such as Healthcare and Public Health Sector. CrownBio qualifies under such exemption from the Executive Order.
  - For avoidance of doubt, such individuals are not required to come to the office; and Should they choose to perform their tasks at the office, these individuals will be offered an incentive to be discussed with Department Head, Site Manager and Regional HR
- Employees requesting alterations to their normal work schedule, should obtain approval from their Manager

### Time Off – USA and European/UK Based Employees

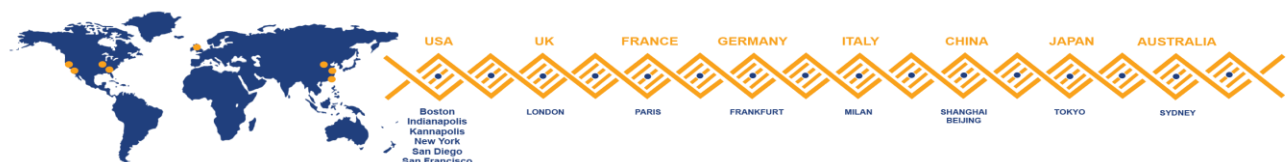
- All time-off requests must be communicated and agreed with the employee's Manager and Regional HR.
- You will be paid as normal for any time away from work as a result of CORVID-19. Time off as a result of CORVID-19 **will not** be deducted from your current sick time, or vacation time balance.

### Attendance Management:

- Employees are required to notify their Manager and Regional HR in advance if they require an altered work schedule
- It is the employee's responsibility to communicate if they are unable to be at work or running late. They may text, email and/or call their Manager.
- **ALL** departments **MUST** track Attendance. All department managers of each site are responsible for tracking their Team's attendance, well-being, work status and providing Site Manager and Regional HR an update on a weekly basis (or daily, as urgent issues may arise). Updates will be discussed in weekly Pandemic Committee calls.

Each region will be tasked to track:

- Track onsite employee headcount
- Track employees working from home
- Track employees who are ill, caring for an ill Spouse, Children, Parent or Grandparent
- Track employees who are unable to work due to child care



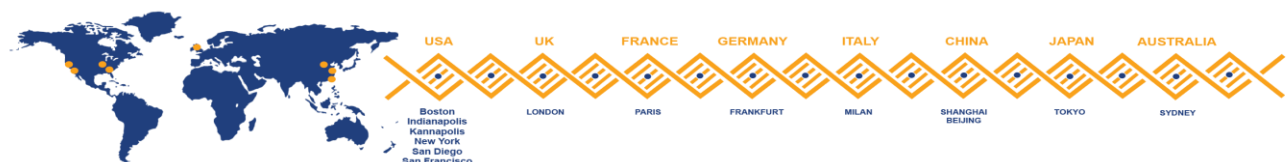
### Quarantine Arrangement:

- If you or someone in your home is sick, **Family first! PLEASE STAY HOME!!**
- The Company is requiring our employees to self-quarantine based on federal, state, and national government regulation
- 14 days' quarantine is the basic requirement if any of the following applies to you:
  - Returning from air travel (international or domestic)
  - Exposed to someone in your household that is ill, or feeling under the weather and exhibiting flu-like symptoms. Employees are encouraged to use this time to recover
- If the employee has been ill for more than (14) days, the employee will be required to provide a Return to Work Release from their Physician to Regional HR

### Working from Home Guidance

- We ask employees to adhere to all Company policies and work with their Manager or HR if they have questions.
- Many families will experience disruption to their routines and schedules, but we ask that when possible, employees demonstrate their commitment to complete their daily professional duties, including but not limited to:
  - Fulfilling committed tasks and deadlines where possible
  - Being reachable by colleagues, customers and business partners where possible
  - Being responsive to phone calls and email, or text.
- Employees should ensure and arrange for themselves a professional working environment and safe work space. All employees are expected to act in accordance to the following general guidelines:
  - Take reasonably practical steps for safety and health of yourself and those affected by your work
  - Familiarize yourself with the surroundings and understand the occupational safety including potential hazards, safety of machinery/equipment evacuation plan
  - Maintain good practices of health management
- The rules regarding data protection and information security are particularly important. They must be obeyed within the framework of legal and company regulations. All employees are required to protect internal company information against any loss, tampering, disclose, divulge and misuse of any kind and to strictly observe confidentiality obligations while home working. All assets assigned to the employees must be protected from theft, damage or misuse.

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The [www.CrownBio.com/besafe](http://www.CrownBio.com/besafe) website is being updated with vital information pertaining to our business. Please make sure that you are able to access and view the site.

Please reach out to [BeSafe@CrownBio.com](mailto:BeSafe@CrownBio.com) if you have any concerns or questions, or reach out to your local Pandemic Response Team, Site Manager, or Regional HR.

Best regards,

**Human Resources Department**

