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COVID-19

Health & Safety Guide

A handbook for Adient employees,
managers and business partners

Fiscal Year 2022

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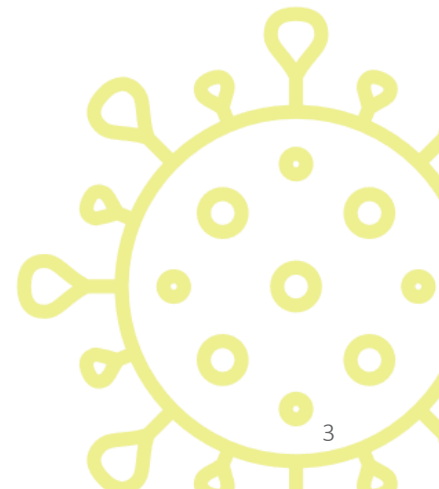
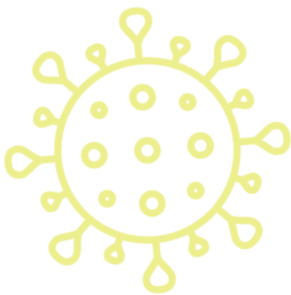
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DISCLAIMER

The information in this document may not be applicable to all businesses or places of work. The information was developed based on information known at the time it was drafted and is subject to change with or without notice.

Adient is not responsible for liability of any kind arising from the use or inability to use information contained in this document. Use of the information contained in this document is solely at your own risk. Adient strongly recommends that you consult with legal counsel as appropriate before information in the document is used.

This is a living document that will change over time as the COVID-19 pandemic evolves — there will be future iterations as the situation continues and the pandemic eventually declines. The future direction for this document will be based on the advice of outside experts, public health authorities and the ideas and suggestions of our Adient team members. If at some point these actions are no longer necessary or change, some or all of these protocols may change or be eliminated. Protocols may vary by region.



CEO MESSAGE

Dear Adient Colleagues,

Nearly two years ago, the world and the auto industry began battling the COVID-19 pandemic. At that time, we put stringent health and safety procedures into place to protect our employees, customers and suppliers.

Looking back, the Adient leadership team is extremely proud of the way our employees embraced these measures, and new ways of working, to keep our company at the forefront of effective safety protocols. The flexibility and dedication of our global team allowed us to emerge from this crisis and get back to business quickly.

Providing employees with a safe workplace has always been Adient's top priority. We continue to make necessary adjustments to our health and safety procedures based on recommended best practices from global health agencies. These are outlined in this guide, which includes our employee well-being policy, virus prevention practices and cleaning checklists and schedules.

Please familiarize yourself with these guidelines. We will update this document to reflect changes in procedures and introduce new recommended best practices as they become available. Your manager will share more detailed information specific to your facility and will be available to answer any questions.

We could not have imagined how our lives — both personally and professionally — would be affected by the COVID-19 pandemic. By working together, we successfully managed this challenging environment. Following the procedures outlined here will be key to our continued success.

Thank you for your support. May you and your families remain healthy.

A handwritten signature in black ink, consisting of several overlapping loops and a final horizontal stroke extending to the right.

Doug Del Grosso

President and CEO

INTRODUCTION

Novel coronavirus COVID-19: Preventative and response actions for Adient locations

We all have a key role to play in ensuring the health and safety of our employees, avoiding the further spreading of the virus, and preventing any disruptions to our supply chain. This guidance is a living document that shall provide you with information about the virus and outline what is expected from you during this exceptional period.

Adient complies with all applicable laws in conducting its operations. To the extent anything in this guide conflicts with applicable local laws, those laws govern and Adient facilities must comply with such laws.

As a living document, there will be future iterations which will change as the pandemic continues and eventually declines to reflect our changing organizational needs. Future direction for this document will be based on the advice of outside experts, public health authorities, and the ideas and suggestions of our Adient team members. If at some point these actions are no longer necessary or change, some or all of these protocols may change or be eliminated. Protocols may vary by region.

What is COVID-19?

COVID-19 is the disease caused by SARS-CoV-2, the coronavirus that emerged in December 2019. COVID-19 can be severe, and has caused millions of deaths around the world as well as lasting health problems in some who have survived the illness. COVID-19 vaccines have been authorized for emergency use by public health agencies in many countries around the world. Prevention of COVID-19 involves physical distancing, mask-wearing, hand hygiene and staying away from others if you feel sick.

What are the symptoms?

COVID-19 symptoms include:

- > Cough
- > Fever or chills
- > Shortness of breath or difficulty breathing
- > Muscle or body aches
- > Sore throat
- > New loss of taste or smell
- > Diarrhea
- > Headache
- > New fatigue
- > Nausea or vomiting
- > Congestion or runny nose

Some people infected with the coronavirus have mild COVID-19 illness, and others have no symptoms at all. In some cases, however, COVID-19 can lead to respiratory failure, lasting [lung](#) and [heart muscle damage](#), [nervous system problems](#), [kidney failure](#) or death.

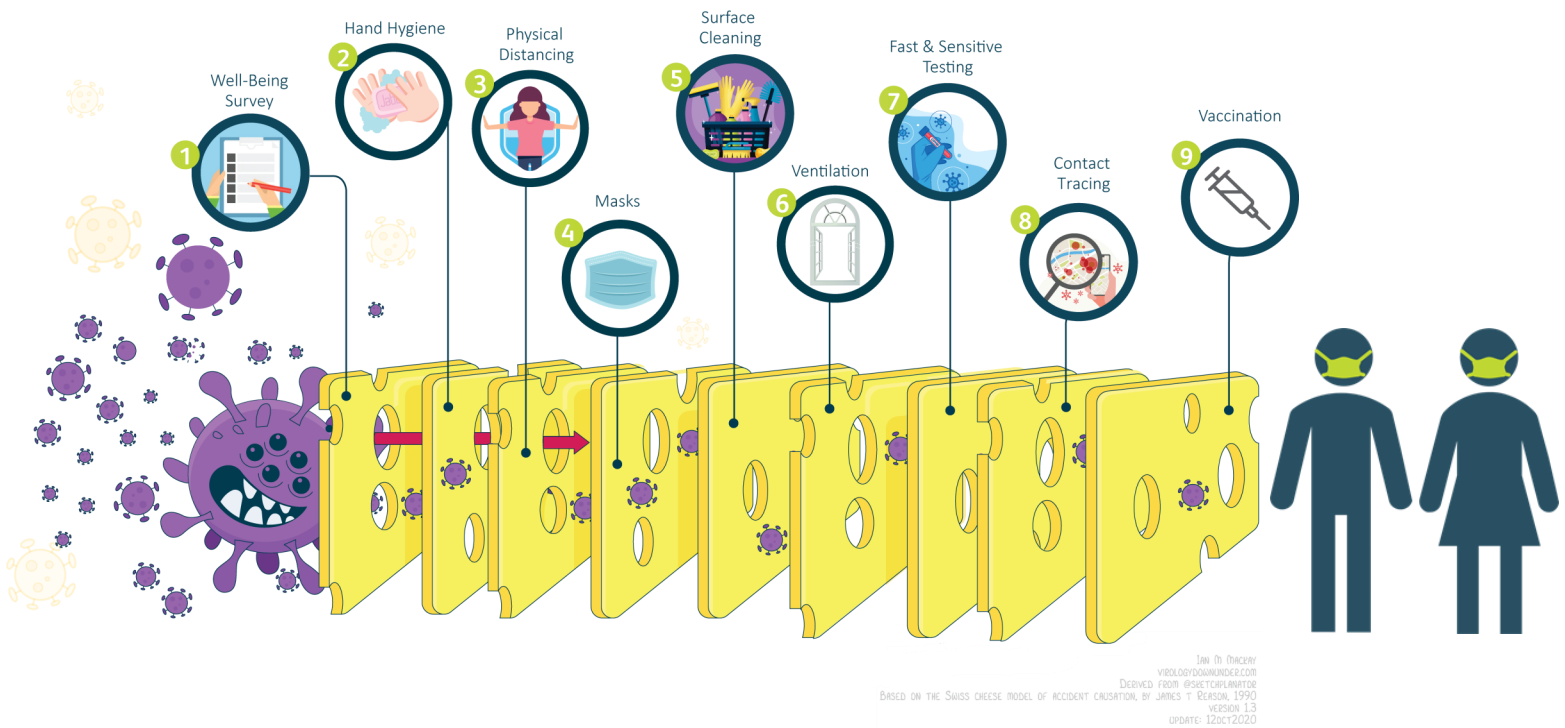
If you have a fever or any of the symptoms listed above, call your doctor or a health care provider and explain your symptoms over the phone before going to the doctor’s office, urgent care facility or emergency room. Here are suggestions [if you feel sick and are concerned you might have COVID-19](#).

How does it spread?

As of now, researchers know that the coronavirus is spread through droplets and virus particles released into the air when an infected person breathes, talks, laughs, sings, coughs or sneezes. Larger droplets may fall to the ground in a few seconds, but tiny infectious particles can linger in the air and accumulate in indoor places, especially where many people are gathered and there is poor ventilation. This is why mask-wearing, hand hygiene and physical distancing are essential to preventing COVID-19. *Source: www.who.int*

The ‘Swiss Cheese’ respiratory virus defense

No single intervention is perfect at preventing the spread of COVID-19, but from external research, we know multiple layers of protection provide the best defense against infection. Adiant’s approach has been to promote and/or enforce several layers of protection against COVID-19, including what is displayed below.





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GENERAL REQUIREMENTS

Our collective success in the execution of a few key responsibilities is perhaps the single biggest driver 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 physical 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 standards

- > Wear a face covering/mask when working in Adient environments when directed by management.
- > Follow all other instructions about COVID-19-related PPE applicable at your work location for your job.
- > Ensure you properly care for, handle and dispose of PPE to minimize risk to yourself and those around you.



Compliance with physical distancing standards

Ensure you understand and comply with physical distancing standards in place at your work location. This includes but is not limited to:

- > Striving 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, access and working from home.
- > Requirements related to company-provided transportation (where applicable).

WELL-BEING POLICY

Before an Adiant employee can return to work, they 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 their location.



Employees with active confirmed or suspected COVID-19 must remain away from Adiant locations for at least 5 days after test date or symptom onset date. Employees or who feel sick with symptoms must also remain away from Adiant locations until they are symptom-free for 24 hours or have medical clearance to return to work. For geographies where local requirements require a different quarantine period, defer to the local requirements.



Employees who have traveled outside the country and to potential COVID-19 hot spots are required to stay away from Adiant locations until they meet the entry requirements in place at the conclusion of their travel.



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 tests negative for COVID-19 and adheres to the employee responsibilities listed on [page 8](#).



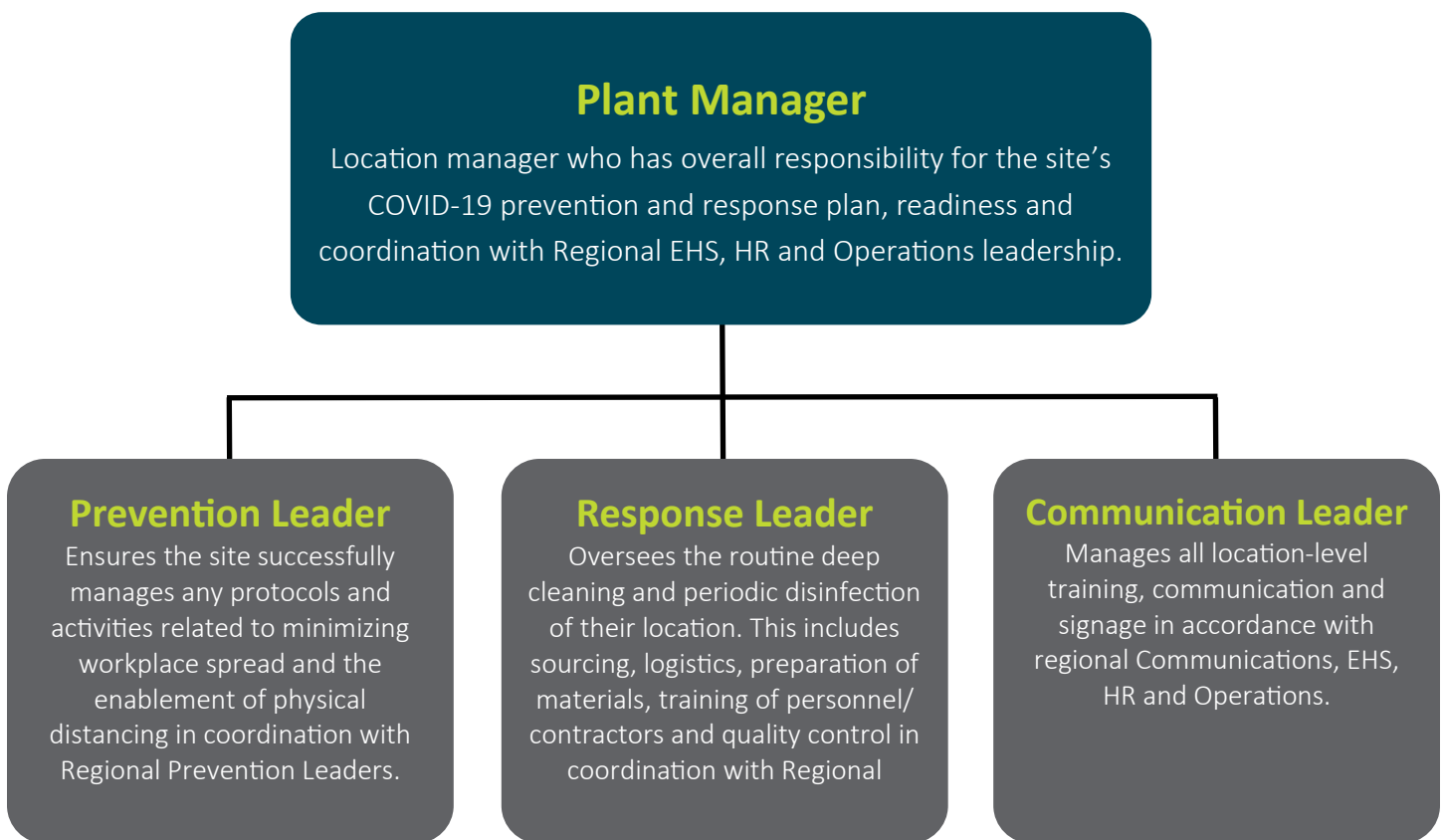
Individual employees who are immunocompromised or consider themselves high-risk should consult with HR to fully evaluate the situation.

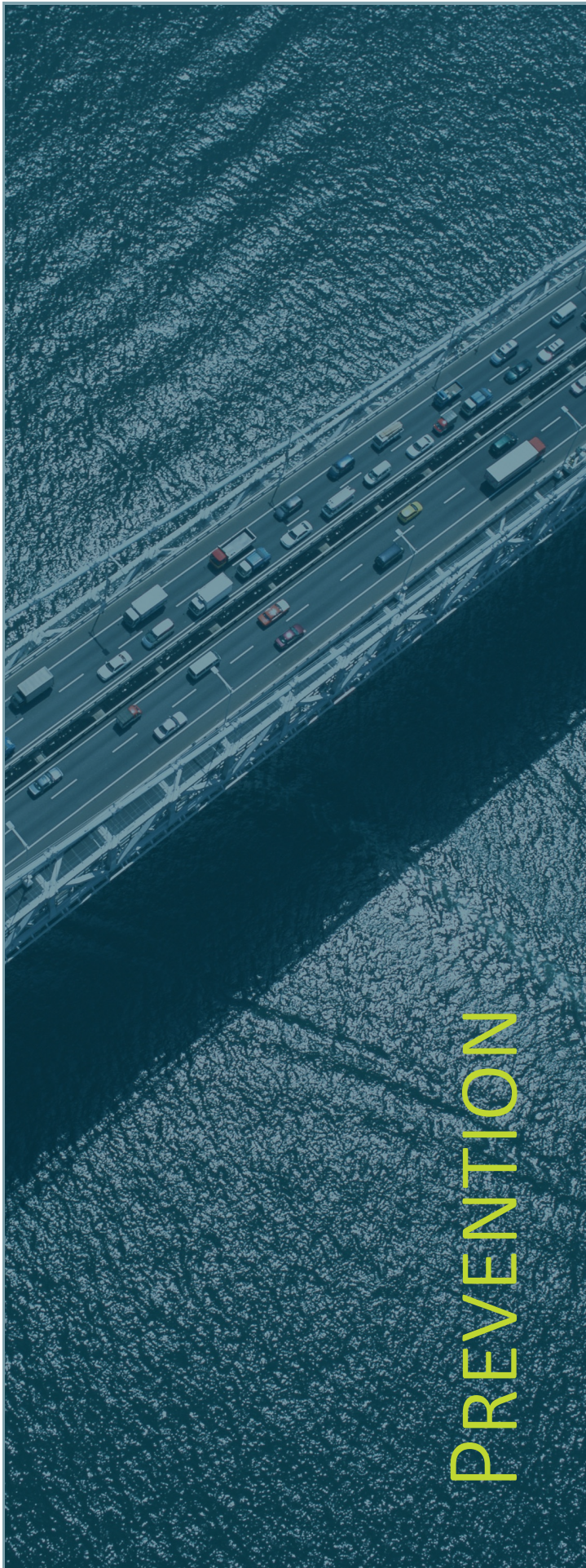


COVID-19 RESPONSE TEAM

In addition to the above responsibilities for all employees, your role may require your support as part of a local COVID-19 Response Team (CRT). At a minimum, each location is to have a local COVID-19 Response Team (CRT) in place with a four-role structure. Sites should consider the size and shift structure of their operation when staffing their CRT with additional layers or stratification of responsibility as needed. The four essential roles are as follows:

The local-level CRT must meet daily to ensure execution and report to regional CRTs.





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SCREENING AND DETECTION

The following screening and detection protocols should be followed at all Adient manufacturing and office locations, unless local health and safety orders or guidance from local health authorities require different protocols.



Temperature scans may be required upon entry to ensure a normal body temperature. Employees whose temperatures are out of compliance will be asked to either take a COVID-19 test or leave the premises and return with a clean bill of health. *Failure to comply with the temperature screening will result in an individual not being allowed to enter the premises.*

No visitors will be allowed in plants without Operations Director approval in order to minimize the risk of plant team exposure to virus contamination and to limit the risk of production interruption. Signage should be placed in entrances denoting no visitor policy (see page 27).

Plant Manager — visitor approval

Plant Managers may grant visitor approval for the following:

- > Business-critical activities
- > Critical launch activities
- > Functional support (e.g. AMEs, Industrial Engineering, etc.) will be approved on a case-by-case basis for critical support only

Critical scenarios

Even in critical scenarios, visitors need to meet the requirements of the visitor screening questionnaire for access to be granted. The following visitors/vendors do not require special approval but still *must be screened*:

- > Government agencies and local authority representatives
- > Interviewees
- > Occupational medical service providers, company doctors, etc.

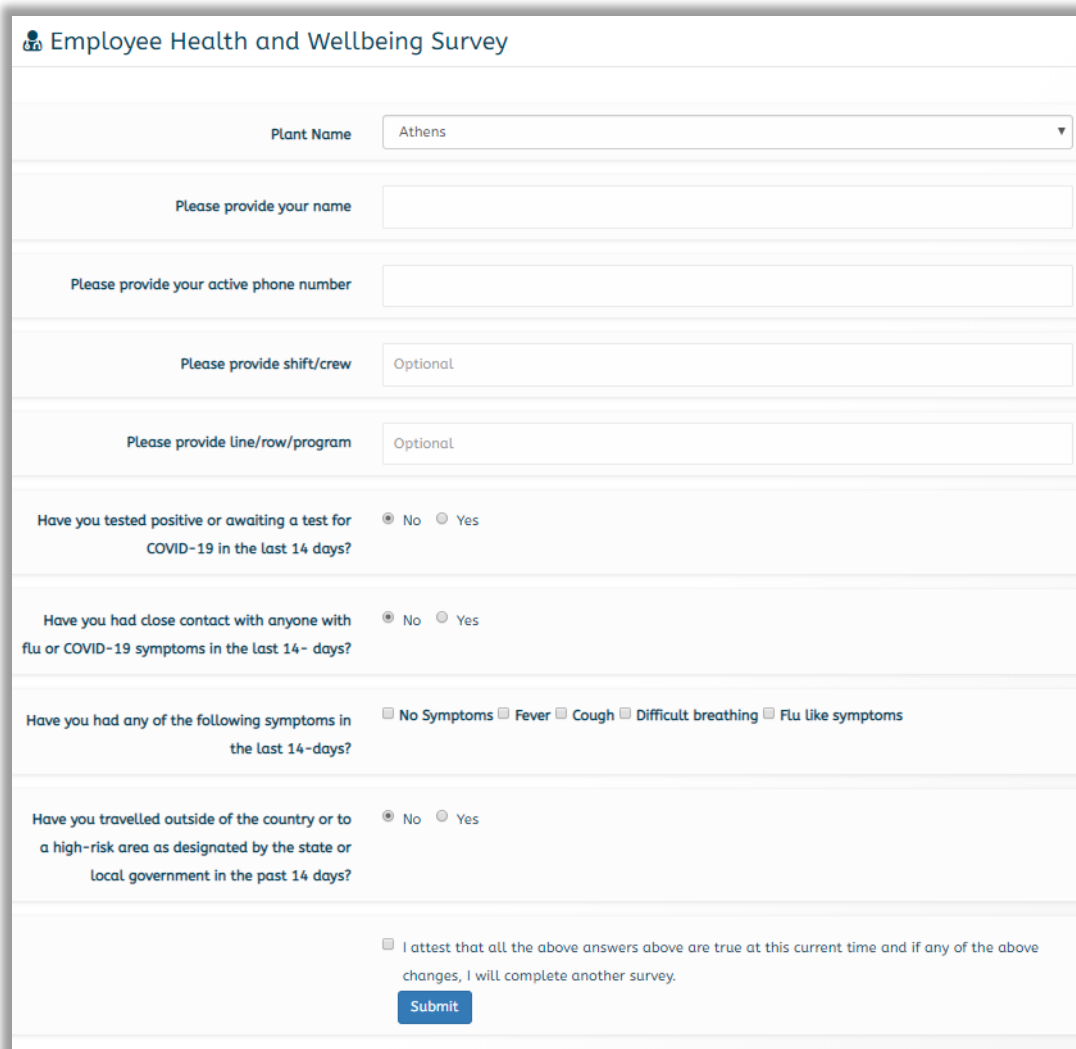
Additional measures

- > All non-critical activities and events are postponed or canceled until further notice.
- > The visitor screening questionnaire (page 14) will be used to restrict 'at-risk' individuals.
- > The visitor screening questionnaire does not apply to standard Inbound Deliveries and Outbound Shipment drivers.

Additionally, employees returning to work after shutdown periods, travel, vacation, etc. will be required to complete the Employee Health and Well-being Survey (see example below) to ensure fitness-for-duty requirements are met.

Further to return-to-work scenarios, after first completing the Employee Health and Well-being Survey, it will be required on a go-forward basis if individuals are not meeting the requirements of the questionnaire.

In countries where privacy regulations may limit the ability to collect information contained in the Visitor Questionnaire and/or Employee Health and Well-being Survey, individuals should be asked to self-monitor and self-report.



Employee Health and Wellbeing Survey

Plant Name: Athens

Please provide your name: _____

Please provide your active phone number: _____

Please provide shift/crew: Optional

Please provide line/row/program: Optional

Have you tested positive or awaiting a test for COVID-19 in the last 14 days? No Yes

Have you had close contact with anyone with flu or COVID-19 symptoms in the last 14- days? No Yes

Have you had any of the following symptoms in the last 14-days? No Symptoms Fever Cough Difficult breathing Flu like symptoms

Have you travelled outside of the country or to a high-risk area as designated by the state or local government in the past 14 days? No Yes

I attest that all the above answers above are true at this current time and if any of the above changes, I will complete another survey.

Submit

An example of an Employee Health and Well-being Survey

In addition to screening visitors, vendors and Adient team members with questionnaires, all individuals entering Adient work locations will be subject to screening via a thermal imaging camera or another device to detect whether an individual has a fever. Based on readings, individuals may be asked to retest; with a confirmed retest, they will be asked to leave the premises for up to 14 days.


INCIDENT MANAGEMENT

If an employee has any symptoms consistent with the flu or COVID-19:

- > The employee must be immediately separated from other team members
- > Adient's onsite medical provider must be contacted (where applicable)
- > The employee should remain at least 2 meters (6 feet) from other individuals
- > A supervisor or other authorized person should conduct an investigative interview with the employee to understand the individual's movement throughout the facility and to discern any individuals with whom he or she may have interacted (contact tracing)

Managers must observe their employees for any signs of fever or respiratory malfunctions:

- > Interaction with symptomatic team members should be minimized; in order to achieve this, it is important to designate a Quarantine Area to quickly assess and interview team members
- > A Quarantine Area should only be used for the outlined purpose and cleaned frequently
- > Signage for your Quarantine Area is available in the Posters and Signage section ([page 27](#)).



COVID-19 Visitor Questionnaire

Visitor Name: _____ Date: _____

Visitor Company: _____

Who is this form for? All visitors entering Adient facilities during the COVID-19 pandemic.

Questions / Steps	Comments
Is the visitor experiencing or showing any signs of one or more of the following symptoms: fever, fatigue, dry cough, aches and pains, nasal congestion, sore throat or diarrhea?	
Is the visitor using any fever-reducing medications?	
Has the visitor tested positive for COVID-19, or is the visitor awaiting a test?	
Has the visitor had close contact with anyone with COVID-19 or suspected to have COVID-19?	
Has the visitor traveled out of the country or to a high-risk area as designated by the state or local government in the past 14 days?	

Additional Notes: Any "yes" answers may restrict the visitor from entering the Adient facility.

Information Recorded By: _____

An example of a visitor screening questionnaire.

Care must be taken in investigating impacts in our workplaces. Employee health information is confidential and must be treated as such. Information about a particular employee or his or her medical status should be shared only with those who have a need to know.

Information collected for an individual should be treated as a medical record and should be handled and stored according to local procedures for other employee medical records. Confidentiality of employee information is extremely important, and Adient is committed to ensuring that employee information is handled as such, in accordance with local regulations.

Employees with flu-like symptoms

For the time being, flu-like symptoms and confirmed COVID-19 cases are being treated the same. As such, the employee should remain away from Adient locations for up to 24 hours after symptoms resolve. An earlier return to work is permissible with a note from a health care provider. Additionally:

- > The case must immediately be reported to local EHS, HR and plant leadership.
- > The employee's workspace must be disinfected along with any areas where he/she may have been in our facilities.
- > If there are questions regarding leave or pay policies, they must be discussed with regional HR leadership before making any decisions.

Suspected or confirmed COVID-19 cases

- > A suspected case is any team member being subjected to testing or awaiting results.
- > A confirmed case is any team member who has tested positive on a COVID-19 test or who has been formally diagnosed by his or her doctor.
- > All suspected or confirmed COVID-19 cases require immediate escalation. Include:
 - Operations director
 - Regional HR manager
 - Regional EHS manager
 - EHS director
- > Similar to the above incidents, every effort should be made to gather any relevant information to assist with tracing of risk to the workforce and those close to them.
- > Based on information gathered, impacted work areas and trafficways in our facility must be immediately disinfected/cleaned.
- > The affected Adient location must report in a timely manner all confirmed cases to local government as required by local regulations.

USING FACE COVERS AND OTHER PPE

Face coverings

Face coverings are made available to all employees and are required for employees in most Adient locations:

- > Face coverings will be supplied by Adient, though employees are welcome to use their own.
- > Employees are responsible for the care, maintenance and safekeeping of their face coverings.

Gloves

The COVID-19 virus does not harm the hands, but touching your face with contaminated hands — whether gloved or not — poses a significant risk of infection. When wearing gloves, people are less inclined to wash their hands, which is counterproductive and puts them and others at higher risk. Handwashing remains the No. 1 defense against COVID-19.

For routine production work, traditional work gloves continue to be required as per the PPE Hazard Assessment for each job or work area. If you wear gloves, it is imperative that:

- > Care be taken to properly put on and remove gloves; if contaminated gloves are not removed properly, employees are exposed to greater risks
- > Employees care for and manage their gloves
- > Employees need to wash their hands upon removing gloves
- > Employees care for and manage their gloves at all times
- > Employees discard PPE in appropriate locations



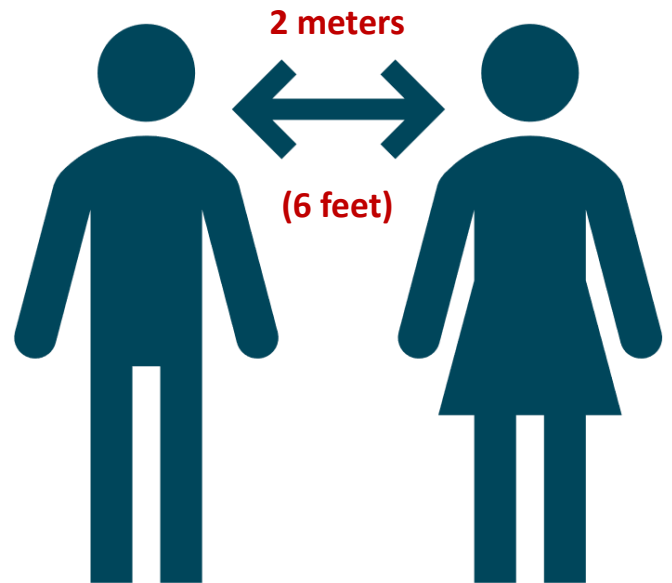
PHYSICAL DISTANCING STRATEGIES

Physical distancing represents the most effective way to minimize the spread of the virus. As a general 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.

The following is a list of physical distancing strategies for different scenarios Adient employees may encounter at Adient’s various locations.

Strategies for meetings

- > Make all meetings online or phone meetings rather than in-person.
- > If a meeting room is required, ensure in-person meetings are conducted in enough space to allow attendees to remain 2 meters, or 6 feet, apart.
- > No more than three people per conference room.
- > For in-person meetings, strive to make them paperless to minimize physical touch points for all participants.
- > Designate a scribe if you must use the whiteboard.
- > Cancel training and any larger employee gatherings/ events that can be postponed, or use alternative methods such as Teams, calls and teleconference.
- > For start-up meetings, designate locations to stand on the floor with markers or tape at the appropriate locations to maintain physical distancing.
- > Do not share phones, desks or chairs unless they have been cleaned between use.
- > Bring your own lunch and eat at your desk or away from others, encouraging individuals to spread out.
- > Additionally, in manufacturing, managers should consider allowing team members to eat/break with their work group/cell.
- > Avoid all self-serve salad bars and food options, and eliminate all forms of workplace socials, potlucks, etc.
- > If cafeterias or break rooms allow for it, consider implementing assigned seating or designate seating locations.
- > Do not use shared fridges, microwaves or other appliances.
- > Managers should consider adding additional space for lunch and break periods by repurposing existing open spaces or by utilizing patios and outdoor tents .



Strategies for high-traffic areas

Managers and employees should minimize group sizes during breaks, lunchtime and shift start/end times. Some ideas include but are not limited to:

- > Staggering break times
- > Adding alternate break locations
- Creating alternate passageways
- Extending breaks
- > Implementing structured release and entry times

Employees should not queue in areas such as lunch lines, employee entrances, at time clocks, etc. unless closely following physical distancing guidelines. Employees should utilize floor markings, tape and barriers as needed to eliminate contact with other individuals. If possible, managers should evaluate disabling time clocks and taking attendance in a more remote manner.

Strategies for washrooms

Managers and employees should implement physical distancing in the washroom, including:

- > Installing dividers where needed in washrooms (between sinks, urinals, etc.)
- Blocking alternate sinks and urinals as necessary
- > Creating on-deck areas for washroom use to further enable physical distancing
- > Considering adding temporary handwashing stations to ease the flow of traffic through the building's washrooms



Managers' strategies for job design

Ensure time for cleaning. Add time for cleaning/wipe-down at the beginning and end of each rotation, and lengthen job rotations to natural breaks to minimize touches by different individuals:

- > Ensure union engagement/cooperation, if needed.
- > Add micro breaks to jobs where heightened ergonomic risk exists

Place employees strategically. Relocate on-line workstations (as feasible) to increase spacing between team members, urge Quality techs to avoid direct contact with team members while conducting their daily checks, and move individuals away from group cubicle areas by creating temporary workspaces. If adequate physical distancing can't be implemented during normal work:

- > Implement physical barriers to create physical distance.
- > Require face shields for any jobs or tasks where the above requirement cannot be met.
- > Explore running slower to physically space out employees .

Explore staffing options. Where possible, explore leaner on-site staffing:

- > Work with less support staff in plants with 14-day rotation of crews who work from home and who work on-site, or on multiple shifts if needed on-site .
- > Ensure all roles where employees can work from home are assigned to work from home.

Consider extending operations. For production operations:

- > Consider expansion of five-day operations to seven-day operations.
- > Consider how variations in production pace and reduction in shifts can create physical distancing.
- > Consider how shift or line staggering can be deployed to create physical distance.

Avoid sharing tools. Try to eliminate the need to pass hand tools/components, and explore the use of part slides/chutes, WIP tables and conveyors as ways to avoid passing parts:

Strategies for company travel/transportation

Company-related travel is currently suspended. For company-provided transportation/shuttles:

- > Reduce congestion on company transportation through shift pattern changes/staggering. Also consider adding buses to better serve employees' needs.
- > Sanitize vehicles such as buses between every group of passengers.
- > Where capacity constraints allow, consider assigned seating.



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ROUTINE CLEANING SCHEDULES

For the time period of heightened COVID-19 risk, routine cleaning and disinfection schedules have been enhanced to cover common areas such as restrooms, canteens/cafeterias, locker rooms, food corners, reception areas, copy areas, meeting rooms, office areas, truck driver restrooms, first aid rooms, etc. These schedules include minimum cleaning frequency, such as in the Sample Cleaning Schedule below.

Plant Floor			
Strictly enforce "Wipe Before You Use" Policy			
What	Frequency	Person(s) Responsible	
Workstation • Hand and power tools, hoses, cords	Beginning of each shift	Maintenance Technician	
Conference Room			
What	Frequency	Person(s) Responsible	
	After each meeting	Meeting Initiator	
	After each meeting	Meeting Initiator	
Office Area			
Expand responsibilities and add headcount to support continuous cleaning efforts			
What	Frequency	Person(s) Responsible	
Computer Mice	Daily	Maintenance Technician	
Computer Keyboards	Daily	Maintenance Technician	
Maintenance Department			
Strictly enforce "Wipe Before You Use" Policy			
What	Frequency	Person(s) Responsible	
	Every 4 hours	Maintenance Technician	
	Every 4 hours	Maintenance Technician	
	Every 4 hours	Maintenance Technician	
	Every 4 hours	Maintenance Technician	
Cafeteria/Break Area			
Expand responsibilities and add headcount to support continuous cleaning efforts			
What	Frequency	Person(s) Responsible	
Tabletops and Legs	Every 4 hours	Maintenance Technician	
Chairs	Every 4 hours	Maintenance Technician	
Refrigerators	Every 4 hours	Maintenance Technician	
Vending Machines	Every 4 hours	Maintenance Technician	
Ice Machines	Every 4 hours	Maintenance Technician	
Countertops	Every 4 hours	Maintenance Technician	
Faucet handles	Every 4 hours	Maintenance Technician	
Cabinets	Every 4 hours	Maintenance Technician	
Touchpad vending kiosks	Every 4 hours	Maintenance Technician	
ATM machines	Every 4 hours	Maintenance Technician	
Sample Cleaning Schedule			
Area	Frequency	What/How	
Office workstations and chairs and file cabinets (surface and handles)	Daily	Diluted disinfectant	
Conference and meeting room (tables and chairs, phones, remote controls and other facilities)	3 times per day	Diluted disinfectant	
Microwave ovens, refrigerators, water purifiers, coffee & vending machine (consider all touch points, controls pads, high touch surfaces)	After each break	Diluted disinfectant	
Cafeteria/canteens, break room and shop floor water purifiers	Hourly	Diluted disinfectant	
Reception areas (entry ways, internal and exterior door handles, door edges)	Hourly	Diluted disinfectant	
Copy machine (control panels and surface)	Every 4 hours	Diluted disinfectant	
Employee locker rooms. All door handles included	Every 4 hours	Diluted disinfectant	
Truck driver rest rooms / waiting rooms	Every shift	Diluted disinfectant	
Rest rooms	Every 4 hours	Diluted disinfectant	

Internal guidance has been developed for cleaning supplies to have on hand at all locations.

PERFORMING DISINFECTION

- > All locations must plan to facilitate disinfection activities.
- > All workstations and work areas — including desks, work surfaces and equipment — may be wiped with a bleach or alcohol solution.
- > Per internal guidance on cleaning and disinfection:
 - Apply a mist of solution from a spray bottle; thoroughly wet the area. Ensure area remains wet for at least 60 seconds.
 - Wipe with a clean, dry rag.
 - For electronics, computers, testing equipment and light switches, do not directly spray with the solution. Apply the solution to a rag and wipe the surface.
 - Disposable wipes may also be used instead of rags. Please ensure proper disposal of all wipes and rags.



DEEP CLEANING AND SANITIZATION

- > Locations should consider using downtime to do any proactive deep cleaning and sanitization.
- > If there is a confirmed COVID-19 case, or if local health authorities or Adient’s management team deems appropriate, a reactive deep clean will be required.
- > In addition to reactive deep cleaning and sanitization, a location may be shut down for up to 72 hours to support natural virus decontamination prior to resuming production.
- > Internal guidance has been developed on how to perform this deep cleaning and sanitization. Additionally, internal guidance also exists on how to have preferred third-party vendors conduct this activity in scenarios where logistical limitations may arise.

COVID-19 VACCINES

Vaccines are now authorized to prevent infection with SARS-CoV-2, the coronavirus that causes COVID-19. But until more is understood about how the vaccines affect a person's ability to transmit the virus, precautions such as mask-wearing, physical distancing and hand hygiene should continue regardless of a person's vaccination.

Although Adient has not mandated vaccination for their team members unless required in the local geography of the operation, Adient has taken the approach of promoting the vaccines and their benefits. This includes enabling our team members to acquire vaccinations through offerings such as paid time off for vaccination and recovery as well as hosting on-site events.

We have also taken an approach to encourage team members to seek out the best-sourced information and to engage with medical professionals to fully understand the benefits of vaccination in order to drive the best decisions and outcomes for our teams and our communities.





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Employee and Labor relations can differ from country to country and even plant to plant; however, the cornerstone of positive employee and labor relations is communication.

Throughout the pandemic, communication with all employees at every level has been key and will continue to ensure Adient employees are aligned on expectations and how to stay safe and healthy while at work.

In addition to communication with our employees, we will maintain open communications about our activities with our customers, suppliers, labor unions and works councils as appropriate.

The employee and labor relations strategy — which includes communication, training and HR policies for each facility — will be based on local legislation, collective bargaining agreement requirements, and Adient Environmental Health and Safety standards set forth in this manual.

COMMUNICATION STRATEGY

Employee communication

Adient has provided ongoing communication since the start of the COVID-19 pandemic. There are many tools available to leadership to provide timely communication. Some examples of this communication include:

- > Regular e-mails from Adient Leadership
- > Plant websites for each plant location that employees can access remotely. This website contains information regarding current status, will advise employees when to return to work and what is expected of them, and links to a self-screening tool that employees will complete just prior to returning to work.
- > Plant Manager newsletters mailed to the home to reiterate information on plant websites.
- > Email communications to office/corporate employees, as appropriate.

Union and works council communication

Adient will communicate with the labor unions and works councils that represent employees about changes in how we will operate due to COVID-19 in advance of implementing these changes. We will look to our unions and works councils to provide support for these initiatives and partner with us to continually improve safety in the workplace.

Third-party employers (temporary agencies)

If an agency provides temporary labor to the facility, they will receive information on all employee expectations and training, and they will be expected to comply with all requirements.

Feedback

We need all employees to be engaged and responsible for their actions. As this is a new situation for everyone, we encourage all employees to provide suggestions and feedback through communication with plant leadership, HR and/or the suggestion program in place at their facility.

Pre-startup communication

Information will be shared with employees before they return to the workplace. This communication content will include:

- > The date/time employees are expected to come back to the workplace.
- > Engineering and administrative controls (cleaning and disinfecting measures, altered shifts and rotations).
- > Facility changes, including entrance/exits and pedestrian flow.
- > The cultural norms, corporate guidelines and training each employee must review and comply with regarding:
 - Physical distancing
 - Personal protective equipment (PPE) instructions
 - Completion of an Employee Well-being Survey
 - A method of temperature monitoring, which is required upon entering the facility

First-day communication and new employee onboarding

Communication content will include:

- > Instructions for the Adient COVID-19 workplace protocols (e.g., restrooms, meetings, visitors, conference rooms, break areas, vendor-supplied food, shared equipment such as copiers/printers, etc.)
- > Review of website communication, TV monitors and other methods of communication
- > Modified work schedules, if appropriate
- > Reinforcement of plant pre-startup communications

Note: Each plant will have access to the internal communication solution guide.

POSTERS AND SIGNAGE

Posters about our safety measures are available for your facility to print and post. Each poster has been formatted to 8.5 x 11 inches in portrait orientation.

These posters are included in the following pages:

- > Your Role in the Fight Against COVID-19
- > Proper Face Cover Use
- > Visitors Temporarily Not Allowed
- > Personal Hygiene
- > Quarantine Area
- > Please Practice Physical Distancing
- > Physical Distancing
- > Temperature Checkpoint
- > Workstation Sanitization

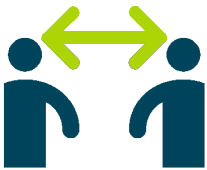
Your Role in the Fight Against COVID-19



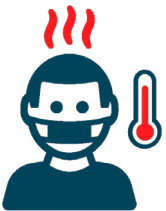
CLEAN — Wash your hands frequently with soap and water or an alcohol-based scrub



COVER — Cover your mouth and nose with your bent elbow or a tissue when coughing or sneezing



DISTANCE — Comply with physical distancing guidelines, staying at least 2 meters (6 feet) away from other individuals



SICK — Stay home if you are feeling sick or have been around someone else who is sick



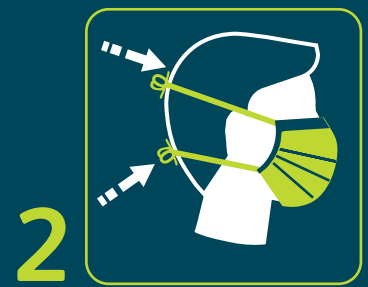
RISK — Talk to your supervisor if you're immunocompromised or otherwise considered high-risk

Proper Face Cover Use

Putting on Face Cover



FIT it over your nose, mouth & chin.



TIE the straps securely behind your head & neck.



PINCH the metal/stiff edge so it holds to the nose shape.



ADJUST to make sure of no gaps between face & the mask.

Removing Face Cover



REMOVE by loosening & pulling the ties forward. Treat the front of the mask as contaminated.



CLEAN your hands with soap & water or alcohol-based hand rub after removal.



Visitors Temporarily Not Allowed



> PERSONAL HYGIENE



- Wash hands often for at least 20 seconds, using soap and water.
- If soap is not available, use hand sanitizer with 60 % + alcohol concentration.



- Avoid touching your face.
- Touching your face can transfer the virus through your eyes, nose or mouth.



- Use a tissue to cover coughs and sneezes.
- If no tissues are available, use your elbow/sleeve
- Throw used tissues directly into the trash.



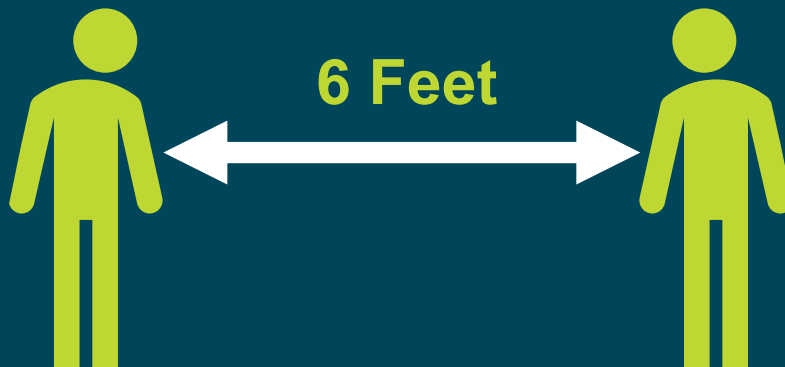
- Avoid being near people who are infected or showing flu-like symptoms.
- In unavoidable, take precautions to minimize your exposure to the virus.



Quarantine Area



Please Practice Physical Distancing



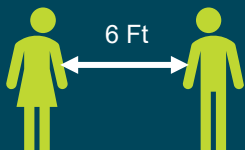
> PHYSICAL DISTANCING



- Do not shake hands or hug.
- Instead, try a wave or a head nod.



- Stay home as much as possible.
- Social distancing does not prevent us from maintaining communication with friends and loved ones via calls, texts & video chat.



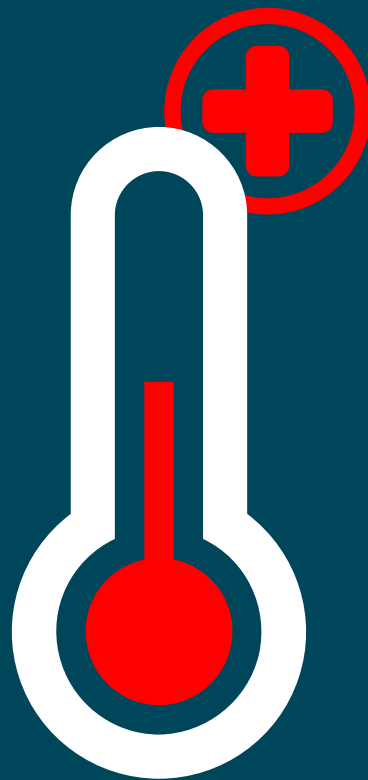
- Maintain a safe distance of 6+ feet from others.
- Goal is to avoid inhaling infected droplets from coughing, sneezing; these droplets can survive & spread.



- Avoid crowds (supermarkets, malls, restaurants, public transport, gym, etc.) as much as possible.
- Get things delivered when possible.



Temperature Check-Point



➤ WORKSTATION SANITIZATION

Team members must sanitize & disinfect work areas during each job rotation with focus on the following areas:



Tools



Workstations & Equipment



High-Touch Surfaces*

* Consider surfaces such as screens, controls, buttons, doorknobs and keyboards.

