



Toray Advanced Composites

March 26, 2020

Dear Valued Customers and Partners,

The current COVID-19 pandemic has impacted lives all over the world. We understand the importance of slowing the spread of this epidemic and the potential impact it can have on our health system if not kept controlled. We are closely monitoring the COVID-19 situation in the communities where our businesses reside; several of our manufacturing facilities are located in hard-hit communities. Due to the risk of exposure and the drastic measures that hard-hit communities are taking to flatten the curve, we are adjusting our business operations to maintain the health and safety of our employees and their families.

We want you to know that proper measures are being taken to maintain business continuity where possible, while maintaining a safe working environment for our employees. We are abiding by local government orders for business closures that are not deemed essential for healthcare or critical infrastructure, and we have reduced staff at several of our sites to a bare minimum. In other sites, where government orders have not been issued, we are continuing operations as before, but with very strict compliance with social distancing guidelines. We understand that these changes may cause delays in delivery of your orders, and we will work to communicate promptly with you throughout this period to set the right priorities.

We have taken several health and safety precautions in our facilities that remain open. Facilities have been thoroughly cleaned by professional cleaning crews. Common areas have been adjusted to allow for workers to operate machinery, take necessary breaks, and perform necessary duties at safe distances from each other. Masks and other personal protective equipment have been issued to employees that must work on site, with the requirement to wear all issued PPE while at work.

All supporting functions of the business (HR, IT, Finance) as well as commercial functions (Customer Service, Expert Services, etc.) are functional and reachable through existing channels. We have a dedicated task force that meets daily via conference call to discuss developments regarding the COVID-19 situation and how any changes impact our ability to operate manufacturing facilities. As a global company, we are aware that there are differing circumstances in each country and community, and we will continue to work within the local guidelines and regulations to provide our highest level of service.

We thank our employees and their families as we work to keep our communities safe and provide some business continuity for our customers and partners. We thank our customers and partners for their support and wish everyone well as we all work together to address this unprecedented situation.

Yours sincerely,

A handwritten signature in black ink, appearing to read "Keisuke Ishii". The signature is fluid and cursive, with a large initial 'K' and 'I'.

Keisuke Ishii
CEO