

COVID-19

Secure Work Principles



COVID-19 SECURE WORK PRINCIPLES

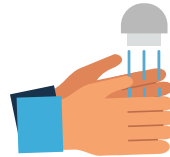
01.

Social Distancing



03.

Personal Hygiene



05.

Provision of PPE/Face Masks



02.

Temperature Checks



04.

Work Place Hygiene



COVID-19 SECURE WORK PRINCIPLES

06.

COVID Response Team



08.

Health & Wellbeing



10.

Office Working



07.

Minimize Travel & Events



09.

Home Working



OUR APPROACH TO MINIMISE THE RISK OF TRANSMISSION

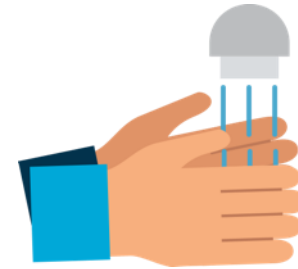
The coronavirus pandemic is expected to continue to impact many aspects of our lives until at least the end of 2020, possibly longer. This presentation outlines our clear and consistent principles that enable us to operate our workplaces whilst keeping everyone safe. Follow local/regional/federal safety guidelines.



Achieve Social
Distancing



Temperature Checking &
Self Isolation if
Symptomatic



Provide the Means to
Enable Personal &
Workplace Hygiene

01. SOCIAL DISTANCING

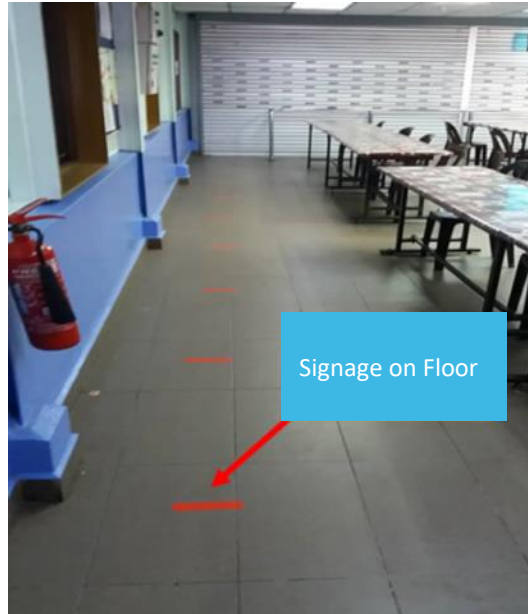
We are strictly following the social distancing government guidelines globally at all our facilities.

Sites have trained their employees on the distancing requirements and have posted signage/instructions to remind staff.

Perspex screens may be implemented where social distancing is difficult.



SOCIAL DISTANCING AT TT ELECTRONICS



Signage on Floor

Floor Markings for Distancing



Designated Workstations

Marked Designated Workstations



Entrance Only Signage

Directional Signage

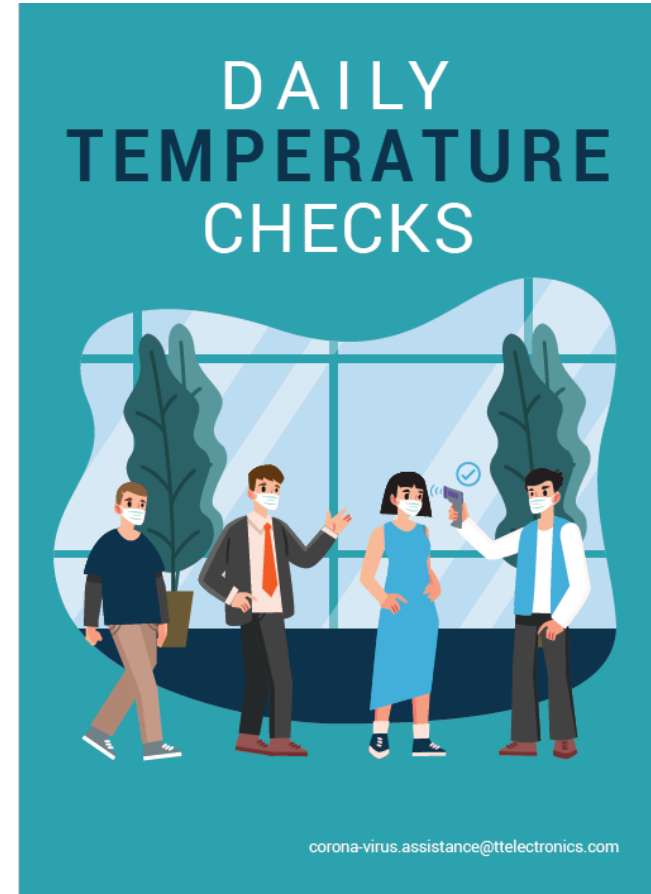
One-way Entrances & Exits on Sites

02. TEMPERATURE CHECKS

There is a daily temperature check and symptom questionnaire recorded for every employee/visitor entering the facility.

Employees are aware not to come to work if their temperature is above 38°C/100.4°F and if they have symptoms to self isolate for 14 days.

Each site has an isolation room for employees if they become unwell. Additional temperature and symptom checks will take place.



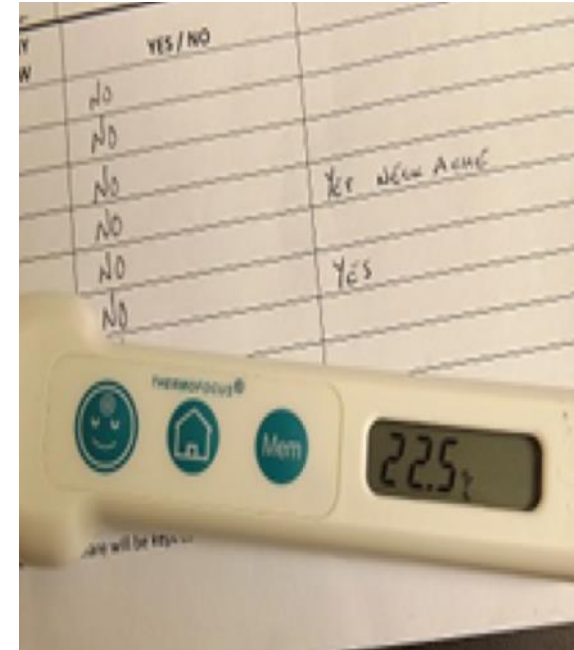
TEMPERATURE CHECKS AT TT ELECTRONICS



Recorded temperature
Checks for all Employees
on Entry to Work



Temporary Isolation
Rooms



Symptom Check Records
Maintained

03. PERSONAL HYGIENE

Increased hand washing has been implemented at all sites with training and posters.

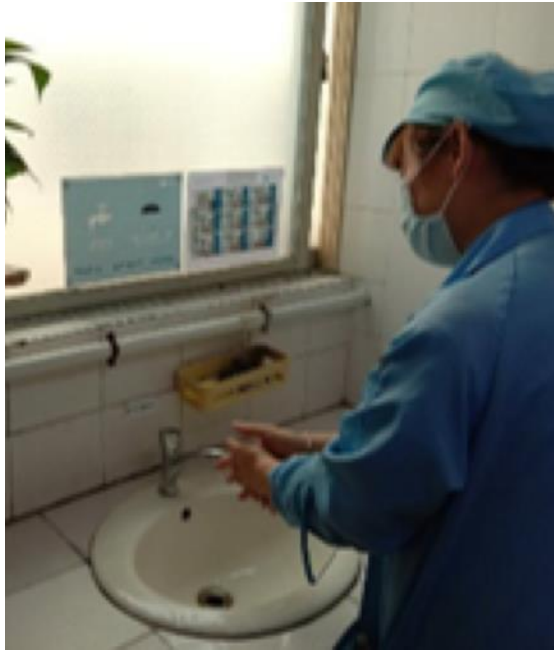
TT has implemented additional personal hand sanitisation stations at all sites globally.

Food preparers, where operational are providing lunch boxes and employees are using their own personal tableware where applicable.

Locker rooms and wash rooms are capacity limited to maintain social distance and support hygiene controls.



PERSONAL HYGIENE AT TT ELECTRONICS



**Hand Washing Training
and Instructions Posted
in Facilities**



**Instructions & Floor
Markings for
Locker/Welfare Rooms**



**Food Preparers Wear PPE
and Use Personal
Tableware**

04. WORKPLACE HYGIENE

Increased cleaning has been implemented at all sites with schedules and records displayed.

TT has implemented a workplace cleaning guide post suspected symptom case to ensure additional proactive cleaning is completed.

All sites have additional cleaning station provisions for employees to be able to undertake additional cleaning of work surfaces and keyboards.



WORKPLACE HYGIENE AT TT ELECTRONICS



Additional Cleaning at all Facilities



Cleaning Schedules

Month: March 2020 Cleaning Chart

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17
8.00am M Dewar																	
9.30am J Hoskins																	
11.00am Brenda Terry Vince																	
12.30pm G Webb																	
2.00pm M Flanders																	
5.30pm A Devlin																	

Handwritten notes at the bottom: + Floor cleaning + Floor cleaning + Floor cleaning

All Cleaning is Recorded and Posted

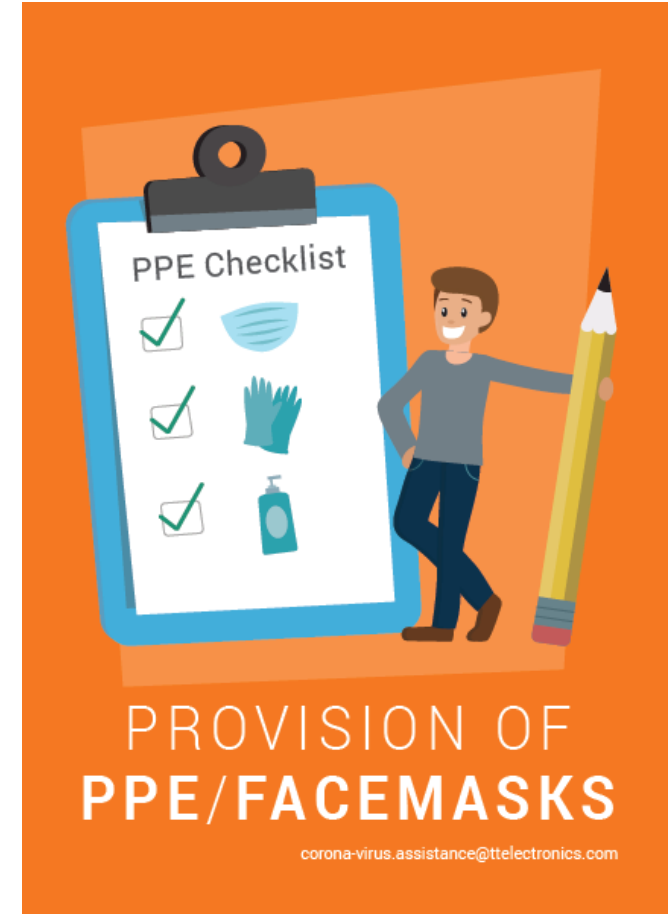
05. PROVISION OF PPE/FACE MASKS

TT is following the guidance for face cloth/mask provision based on local government requirements.

Where government guidance recommends it, TT is providing two masks per day to employees as well as training and provision of closed waste receptacles.

Where government guidance is not mandatory, TT encourages employees to make their own face coverings to minimize the burden on the medical supply chains.

TT has made provisions at each facility for employees to request face masks for use at work or when traveling to and from work.



PROVISION OF PPE/FACEMASKS AT TT ELECTRONICS



Face Masks Issued &
Recorded



Lidded Bins for the
Disposal of Face Mask
Where Government
Required

06. KNOW YOUR COVID-19 RESPONSE TEAM

Be aware of your TT COVID-19 response team in your facility.

COVID Response Teams assemble safety procedure throughout TT facilities and ensure people are practicing workplace principles.

COVID Response Teams are your resource for any questions or concerns you may have during these times.

You may email corona-virus.assistance@ttelectronics.com if you have any further questions.



07. MINIMISE TRAVEL & EVENTS

Use of public transport should be avoided if possible.

TT is currently assuming there will be no global travel in 2020.

Only business essential in-country travel should be undertaken (i.e. such as essential customer visits), and any travel must be approved by EVP/VP HR.

TT is assuming any large team events, such as sales conferences, exhibitions or trade shows will not take place in 2020.



08. MENTAL HEALTH & WELLBEING

TT Sites have local mental health support programs. Examples include mental health first aid and Employee Assistance Program support.

Training has been provided to Operational Leaders on leadership resilience and how to lead teams through change.

Health and Wellbeing virtual training has been provided on staying healthy, mindfulness and dealing with bereavement.

TT has encouraged remote worker team connection meetings for coffee/tea breaks to minimize isolation.

Speak with your HR representative if you need help.



09. WORKING FROM HOME

TT has implemented home working where practicable globally.

Employees working from home have access to technology for continuation of work activities/meetings.

A home working guide, Display Screen Equipment guide and self assessment ensures our employees are able to work safely at home.

Regular breaks are encouraged.



10. OFFICE WORKING

Office areas should be adapted to allow Government Social Distancing Guidelines.

Use your own office supplies. If you use shared equipment, such as photocopiers, ensure you wash your hands prior and post use.

Self clean your desk twice a day, and if you use any shared equipment, such as photocopiers, ensure you wash your hands prior and post use.

Rotating teams to reduce office occupancy and enable enhanced social distancing. Any essential meetings in meeting rooms should ensure strict social distancing and diagonal seating.

Any shared areas, such as kitchens should ensure social distancing and used crockery should be thoroughly washed after use.



DAILY 10-POINT CHECKLIST

The 10 point checklist is used by each facility Manager and Team Leader. This ensures ongoing compliance to the site controls for each shift and allows suitable escalation of any areas of concern that require addressing.

Each day the Operational Head of Business consolidates all the signed checklists into a RAG (Red, Amber, Green) table for their site showing the health of the site COVID-19 controls.

This file includes comments on any non-conformance allowing trends to be identified and resolved where necessary.

Covid-19 Daily 10 Point Check		Green—Area assessed, no specific action necessary, or specific action implemented as per checklist recommendations. Amber—Area assessed, mitigation actions necessary and implementation of measure defined. Area can remain open with action in place. Red—Area assessed but mitigation actions necessary & implementation date not defined. Area to close immediately until measure implemented			
Location:					
Date:		Site:			
POINT	CRITERIA	REACTION RULES	RAG CONDITION	WHERE OBSERVED	COMMENTS ON CONDITION
1	Observe following is being adhered: Clock-in / Clock-out People >2m apart, where possible	Reinforce communication with the individuals.			
2	Observe following is being adhered: Break / Social Areas People >2m apart, where possible and in line with local time and segregation rules	Reinforce communication with the individuals.			
3	Observe following is being adhered: Changing Rooms / Locker Areas People >2m apart, where possible	Reinforce communication with the individuals.			
4	Observe following is being adhered: Toilets / Hand Washing Area People >2m apart, where possible	Reinforce communication with the individuals.			
5	Observe following is being adhered: Smoking Shelter People >2m apart, where possible	Stop individuals - tell them to go and wash hands and reinforce			
6	Observe following is being adhered: Bottleneck Areas (Corridors, stairs.) People >2m apart, where possible	Reinforce communication with the individuals.			
7	Observe following is being adhered: Co-working Operations (manufacturing/ warehouse/ facilities etc.) respecting People >2m apart, where possible (if not possible then correct PPE is being worn)	Stop Activity. Reinforce communication with the individuals.			
8	Ensure correct number of Fire Marshals and First Aiders present for Business Compliance	Resource redeployment across site to maintain coverage.			
9	Observe following is being adhered: Co-working Operations (Offices) respecting People >2m apart.	Stop Activity. Reinforce communication with the individuals.			
10	Observe following is being adhered: Co-working Operations (Manufacturing, Warehouse, Facilities) respecting People >2m apart.	Stop Activity. Reinforce communication with the individuals.			
Comments			Score / % Site Manager Signature:		

SUMMARY

COVID-19 is an invisible enemy and you could be spreading germs without being aware.

These measures have been put in place to ensure your safety and the safety of all our TT employees. Please respect them and each other during these unprecedented times.

If you have any queries regarding these practices, please speak up and discuss with your Manager, site HSE, your COVID Response Team or email corona-virus.assistance@ttelectronics.com

If there is something you are concerned about, STOP & escalate. You can raise a near miss so others can learn from your experiences.

Stay Safe, Stay Well

THANK YOU

Note:

- The Principles may be adapted from site-to-site to address specific operational requirements at each facility, but without compromising the core Principles
- The Principles will be adapted to meet local (i.e. federal, regional and state) laws and regulations, as may be varied from time to time
- Any processing and dissemination of personal data will be undertaken strictly in accordance with TT's Data Protection Policy