

March 23, 2020

Dear Honda Supplier:

As the COVID-19 situation continues to evolve, Honda's immediate and top priority remains the health of our associates, our company, our suppliers, our communities and society. We want to thank you for all your support as we face the severe challenges of the COVID-19 pandemic.

Yesterday, Governor Mike DeWine announced an order of the Ohio Department of Health. The Order directs Ohio residents to stay home, except for those who work within businesses deemed essential. The Order goes into effect tomorrow and will last for two weeks, subject to extension.

The Order encourages the continued operation of essential businesses. These include operations that manufacture, distribute or are part of the supply chain and logistics for the transportation industry. Essential businesses also include financial services companies.

At a press conference today, the Ohio Governor and Lieutenant Governor confirmed that essential businesses and their supply chains can stay open. They further indicated that by working within the guidelines in the Order, those Ohioans required to work should expect a proper environment.

Therefore, in accordance with the Order and this direction, Honda and our suppliers will continue operations in Ohio. Several other states have implemented similar orders and you should review those orders to determine their impact on your operations.

Even though we are an essential business, we must calibrate our production based on market demand. Our auto production operations are currently suspended temporarily, and we will continue to assess forecasted future demand. In the near future, the Supplier Quality and Delivery team will be issuing future production forecasts for each supplier to study.

In addition, American Honda continues to support customers with service parts as Honda customers continue to come to our dealerships for service and repair. Honda suppliers are an integral part of this effort, and we are asking for your continued support in producing and shipping these service parts to American Honda.

These are not normal business times. We must be prepared to change our practices. Every day we are reevaluating how we do business. Currently, Honda has more than 7,000 associates across the U.S. working remotely and additional remote work is being studied and implemented daily. As we all are focused on the safety of associates, if you have associates, who are required to work on-site it is always good to assess and implement social distancing practices where applicable.

Honda plays a key role in the Ohio and U.S. economy, not only by serving our customers and maintaining commerce, but also by supporting our dealers with service parts and supporting our many business partners, including a number of small businesses.

Please continue to perform cleaning and disinfecting on a regular basis based on Centers for Disease Control and Prevention (CDC) guidelines.

Adhere to the CDC guidelines including following safety measures, using remote work when possible and:

- Practice social distancing to the extent possible;
- Provide access to facilities with soap and water or with hand sanitizer that contains at least 60% alcohol;
- Ask associates to monitor their temperature and if it is above 100.4 degrees, stay home and don't come back to work until the fever is gone for 72 hours;
- Post signs in conspicuous places at all public entries to our sites that instruct the members of the public to not enter if they are experiencing symptoms of respiratory illness, including fever or cough; and
- Adhere to the communicable disease control recommendations, including guidance for cleaning and disinfecting our sites.

As always, it is important that each of us carefully follow the CDC guidelines to minimize the spread of the COVID-19 virus, including frequent hand washing, the use of hand sanitizers, and avoiding touching your eyes, nose and mouth.

We need to do everything we can to assure the safety of all associates.

This situation is evolving at a rapid pace. Honda will continue to communicate with you as quickly and frequently as appropriate. Thank you for your ongoing understanding.

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