

Honda continues to monitor the COVID-19 situation and its impact on operations in North America. As a result, Honda is implementing activities across all of its facilities to reduce the spread of COVID-19.

These activities include prevention, visitor protocol, travel, social distancing, remote work and associate time off.

Prevention:

Honda is taking measures to implement various initiatives to prevent the spread of COVID-19, including:

- Increasing the cleaning frequency of high touched surfaces in the workplace;
- Implementing additional disinfection beyond routine cleaning;
- Issuing communication focused on personal hygiene; and
- Ensuring proper cleaning supplies are available in work areas.

Visitor Protocols:

Honda is implementing new visitor screening protocols.

- All visitors and guests at Honda facilities must participate in a simple verbal screening process at the reception desk/visitor entrance.
- The purpose of such screening is to assess the visitor's potential exposure to COVID-19 virus.
- As the situation develops, Honda will consider implementing additional visitor protocols, including restricting all non-essential visitor access from all facilities.

Travel Restrictions in Honda NA Region:

Honda continues to follow U.S. government guidelines for travel restrictions.

- Honda is prohibiting all non-essential domestic travel
- Company leaders are being asked to scrutinize all business travel

Social Distancing:

Honda is implementing activities and programs to reduce congestion and potential for the spread of COVID-19, including:

- Prohibiting meetings that include 100+ participants;
- Requiring associates to use alternate meeting methods such as Skype, or video conference; and
- Implementing countermeasures to reduce associate congestion in common areas (break areas, cafeterias, etc.).

New Remote Work Program:

Honda will be implementing a new temporary remote work / work from home program this week (Week of 3/16/20).

- Honda leadership will be evaluating and communicating additional information to associates.
- The program will allow associates to temporarily work remotely for an extended period.
- Associates and contractors/contingents may be eligible to participate in the remote work program.

New Paid Personal Leave Program:

Honda is offering a new temporary paid personal leave of absence program for certain associates who are impacted by COVID-19 circumstances and not eligible for remote work.

- This leave will be for up to 14-consecutive calendar days (10 business days) and will be for associates who qualify under the following criteria:
 - Associates who have COVID-19 or are being evaluated for COVID-19;
 - Associates with certain family members that have COVID-19;
 - Associates who cannot come to work due to being quarantined or a household member is quarantined; and/or
 - Associates who are experiencing childcare issues due to COVID-19 school or daycare closings for children 12 years old or younger and dependents with special needs (this leave may be taken on a continuous or intermittent basis).

Honda will continue to monitor the global COVID-19 situation and its impact on operations in North America. Honda will continue to communicate information related to the COVID-19 situation and additional measures being taken.

Thank you for continued partnership and support.