

March 24, 2020

Re: Kyocera Display Division and the Coronavirus (COVID-19)

Dear Valued Customer:

Kyocera International, Inc. (KII) would like to update you on the status of the Display Divisions' facilities in Plymouth, MI. Over the past month, KII has implemented numerous actions to safe guard our employees and the entire organization including:

- Elimination of all employee international travel
- Restriction of all employee domestic travel to only critical customer support visits
- Implementation of a 14-day quarantine for all employees arriving to the US from outside the country after March 3, 2020
- Restriction of all third parties onto Kyocera work sites
- Elimination of all large meetings, company gatherings and trade show attendance
- Institution of a work at home policy for all employees able to do so
- Implementation of various, recommended health protocols to minimize the physical interaction of employees

At all times during this pandemic, our fundamental guiding principle is to protect the safety and well-being of our employees, their families, and the community, as well as adhering to the Kyocera Philosophy that teaches us many things, but most importantly, to do "what is right as a human being".



Earlier today Michigan Governor Gretchen Whitmer issued Executive Order, 2020-21 (COVID-19) “Shelter at Home” announcement in order to minimize the spread of the Coronavirus and ensure safety to the maximum extent feasible. Specifically regarding our plan, we had to consider:

- The nature of each of our manufacturing operations:  
Is it possible to produce parts while insuring that employees maintain a 6’ distance from one another as well as other recommended protocols
- The confined spaces in which our employees are required to execute their necessary tasks
- The diverse demographic profile of our employee base including their ages and residential proximity to the plant location
- The ability of our suppliers and subcontractors to support the operations
- The local closure of schools and support infrastructure
- The exponential spread of the virus in Washington and North Carolina, and nationally over the past few days

While we know what our product is used for and how important it is to your business, it isn’t clear to us how any of the foregoing is more important than doing our morally obligated part to contain this virus before it overwhelms our healthcare infrastructure. Accordingly, we will make these very difficult types of decisions to protect our employees (many of whom are fearful about coming to work), communities, and the nation, which again will remain our highest priority.

We understand clearly that it is in KII’s and our customers’ best interests to continue operations as soon as reasonably possible. Accordingly, we have an ongoing, urgent effort to evaluate and improve our plant’s environment to conform to CDC-prescribed conditions, including, but not limited, to, improving spatial working conditions on the manufacturing floor. Additionally, employee work schedules will also need to be



changed to minimize contact between employees. At the same time, we will be working to ensure the workplace is safe and will not contribute to the spread of the virus in our communities.

We can't predict with certainty how long it will take for us to make these necessary changes or when any further announcements will be made that impact our operations. KII is fully committed to maintaining our facilities as best as possible and is taking what we believe are the necessary steps to do so. However, that will only occur when we know we are providing a safe work environment for our employees.

Regarding our Production and Warehouse facilities in Plymouth, MI, we are evaluating if we can operate on a reduced basis and still maintain a safe environment for our employees in order to enable us to support essential businesses required to sustain or protect life. If required, we will be utilizing a third party logistics distribution warehouse. It is our expectation that we will continue to receive and distribute product manufactured in Japan as well as our US facilities, and our goal is that customers will see minimal disruption. Should anything change, we will inform you as soon as possible.

Thank you for your continuing support and understanding of our situation as we navigate these challenges.

**Sincerely,**

**Cynthia Ferrell**  
**Sr. Divisional Vice President, Display Division**