



JTEKT AUTOMOTIVE TENNESSEE-VONORE LLC
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Date: 3/20/2020

To: JATV employees

From: JATV Management Team

Subject: COVID-19 Impact on JATV Operations

We would like thank you for your patience and understanding the past few weeks. The Covid-19 Pandemic is unlike any event we have ever seen. We have taken many actions ensure the safety of our employees, contractors and communities. As you know many of our Customers have decided to temporarily shut down operations. After considerable review we have made the difficult decision to make JATV production adjustments to match our Customers' shipment requirement during this period.

Please see main key change points below:

- 1) Share the lines affected by using the Shutdown Schedule
 - a. Customer shutdowns plan
 - b. JATV production plan
- 2) How can I cover my non-work time?
 - a. Vacation
 - b. PTA (Quarterly rule is suspended)
 - c. Unemployment reminder there is a 7 day wait period to qualify for unemployment benefits. HR will provide more details on how to apply.
 - d. No Pay/No Penalty
- 3) Zero overtime starting with 2nd shift tonight (Thursday, March 19)
- 4) We do have a few lines that will continue to run during this time. BMW-Spartanburg will continue production as normal; service lines will run (Customer service requirements are not changed).
- 5) We also will have few lines run minimal shifts during this period to recover Finished Goods levels and to start up the lines before production is scheduled to restart (see production schedule for details).
- 6) We also will move our Physical inventory date from Saturday 3/28 to Friday 3/27. Same schedule/hours. If you are scheduled for Physical Inventory, please report on Friday.
- 7) If you are interested in working during this time, please provide your TL the following information. Please note, if you volunteer to work during this time period you are volunteering for the entire period- we are not able to accommodate individual days/times.
 - a. Any shift that you CAN'T work during this time
 - b. Provide your date of hire
 - c. Provide a valid contact phone #
- 8) Temporaries should report back to your current shift and department based on the work start day as shown on the Shutdown Schedule. We will provide this list to Catalyst as well.

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- 9) We will post the customer shutdown schedule and our JATV production plan. We will provide updates as needed. We will also provide daily updates on our JATV Call Line: 423-884-9030. We also will share more details on unemployment guidelines and how to apply.

This this is a very difficult time for each of us and our families. Although it is not clear when things will be back to 'normal' we do believe we soon will be able to recover from the impact of this pandemic. We appreciate your understanding and encourage everyone to stay safe.

We will continue to get new information daily so please make sure to stay in touch with your team leader for any updates or additional changes to this schedule. We will work to communicate as quickly as possible as new information becomes available.

Thank you,

Wendy Grewe
JATV Management Team