March 10, 2020

To: P&G Business Partners

This provides a second update on the actions we are taking in response to the emerging concerns around **coronavirus (COVID-19)**. The situation continues to evolve quickly, and P&G is implementing steps globally to both protect our employees and support business continuity. The following provides an overview of the steps we are taking internally and those which will also apply to the employees of our business partners who will be working or visiting P&G sites, operations and/or engaging with P&G employees.

The Health and Safety of our people as well as our business partners and stakeholders are always our top priority especially now with the evolving condition and COVID-19 spread in countries around the world. We support and follow the government direction and are continuously monitoring the external situation and guidance from the different Governments in order to adjust our actions. We appreciate your partnership towards rebuilding all business operations to serve our consumers and customers.

The following are interventions in place that apply to all our P&G Business partners.

* 1. Until further notice, any **P&G employees or the employees of our business partners who have visited an “impacted area”** are expected to **not work on any P&G site** **or engage with P&G employees** for 14 days from the last known day leaving the impacted area. This 14-day waiting period is consistent with the guidance given by government and medical officials across the globe. ***’’The definition of “impacted area” and quarantine restrictions vary by country and within a country. Please contact your P&G relationship owner for specific guidance”***]

**Business Meetings with P&G**.

* **Travel**. We recommend no international / domestic business travel, unless they are deemed to be business critical and have appropriate higher levels of approval within your company. We would expect to continue to run the business and that these connects happen via ‘virtual meetings’ leveraging technology as much as possible. There needs to be a pre-alignment with your Purchases P&G Relationship Owner, before proceeding to any travel. All your P&G contacts have access to the P&G Travel restrictions and guidance by destination based on a risk assessment color-coding (green, yellow, orange, red).
* **Visits to P&G Facilities**. Visitors to any of the P&G facilities must follow the Visitor process that is in place for the specific site (Attachment 1). In case of questions, your P&G contact can reach out to P&G resources who are working to calibrate the different scenarios across the business via our Vibrant Living Health Center (VLHC). We expect anyone who have visited an impacted area to go through a screening process with our site VLHC before going through the site. This is a precaution that will ensure the safety of P&G and P&G Business Partners’ employees.

Your P&G contact can also share the current threat level (Level 1, 2, 3, or 4) for the P&G location that is to be visited. We expect all visitors to follow the specific site requirements based on threat level.

**On-Site Contractors**

This following table summarizes the protocol that must be followed for on-site contractors. Please note the specific roles and responsibilities of the key parties involved. It will be critical for contractor agencies to stay up to date with the current site status, and requirements for their workers to follow. We expect the COVID-19 situation to continue to be dynamic and we will need to be agile, fully knowledgeable, and adaptive to the situation. We expect every P&G employee, all P&G Business Partners and any sub-contractors you might have on-site to follow this guidance.



*The COVID Declaration mentioned on the above Table is in Attachment I of this document.*

**Notification in case any employee is confirmed with coronavirus**. If any of your employees who’s been in contact with P&G employee is at some point confirmed with coronavirus, we would ask that you inform your Purchases P&G Relationship Owner immediately. We commit to reciprocate with the same information if a P&G employee is confirmed with coronavirus. This will allow us to ensure that the appropriate measures are taken to protect all individuals involved.

In addition, this letter serves as a **formal request for you to:**

* Provide to your Purchases P&G Relationship Owner with your plans to protect people in your company and our business as soon as possible.
* Work very closely with your P&G relationship owner on your Business Continuity Plan (BCP) which should include plans to respond to demand spikes.
* Request your external business partners and sub-contractors on-site to adopt the same actions described in this letter for the health and safety of people in the end-to-end supply chain.
* Ensure that your call trees or other communication methods are current in the event that you need to quickly relay P&G site updates to your employees.

The below are **internal to P&G interventions that we would like for you to consider re-applying** as an important step to protect your employees and to safeguard against business disruptions as much as possible. As with any illness, prevention is key for our personal health, as well as the health of those around us. Whether influenza or coronavirus, the most effective ways to protect every of your employee and others are both similar and simple:

* If sick or not feeling well, recommendation is to stay at home and do not travel
* When coughing or sneezing, cover mouth and nose with a tissue or sleeve, not with hands
* Wash hands with soap and water regularly – especially after coughing, sneezing or blowing the nose.
* Leverage hand sanitizer often and visit your Health Center for any questions, concerns or screenings.
* When fever, cough and difficulty breathing, seek medical care early.
* Stay informed and follow advice given by your healthcare provider.

We are asking that you communicate this information to your respective organizations immediately. Further updates will be communicated as the situation develops. **Thank you** for your cooperation in this important matter.

Stew Atkinson - Chief Purchasing Officer - Procter & Gamble

**ATTACHMENT I**

**Guidelines and Process for Visitors in P&G Facilities in Response to COVID-19 –**

**Global Guidance**

As a company, we are committed to the health and safety of our employees. Therefore, we are ensuring that we have visibility to travel history of our visitors in the workplace in an attempt to limit any potential COVID-19 exposure to our employees.

The following are a set of guidelines process to take for visitors in the workplace at all P&G sites, unless there are more stringent processes in place (e.g., Greater China), we are requiring all sites to follow the basic process.

Written Questionnaire is our main process and should be used in most places across the globe. However, there are some countries within the EU that will require a modified version of the approach (must be orally and not documented or collected). Regardless of the process, our duty is to protect those working in our sites and we should be obligated. Please take the time to read this document completely.

* Process owned by the Site Facilities or administrative personnel with input from the Site Physical Security Contact
* Process is fluid and may require local differences based on local law
* This does not supersede any countries that may have more stringent visitor questioning protocols in place

Overall, The P&G SPONSOR is responsible for making sure any person they bring onto P&G Property is in good health and doesn’t present a risk to other P&G employees.  To help with this process they will complete the Visitor form (embedded) in advance for anyone they want to bring on site.

|  |  |  |
| --- | --- | --- |
| Countries/Regions | Process | Resource |
| Latin America, North America, AMA and Switzerland | * **SPONSOR:**   + Calls visitor in advance prior to them arriving at the site and asks them questions on questionnaire. If visitor answers in the affirmative to any of the questions, the sponsor requests to reschedule   + If the visitor shows up at the site, The P&G Sponsor will print off the form, complete it with the individual in advance and sign off attesting to the person’s meeting P&G Criteria to enter the site.   + The P&G Sponsor will come with the completed form to pick up the individual at the lobby or reception area and give the form to the receptionist for record keeping.   + The receptionist will make sure the form is completed, dated and signed by the P&G Sponsor   + If the Visitor comes to the site and there is no completed Visitor Form the P&G Sponsor will complete it before the visitor is allowed entry.  If no P&G Sponsor comes forth to complete the form the visitor will be asked to leave the site immediately. * **Receptionist or Those Receiving Visitors**   + Contact the sponsor on visitor and refer them to the visitor guidelines located here (the receptionist may have to refer them to the COVID-19 Hub for Visitor Instructions to follow   + If there is any answer to yes on the questionnaire, the receptionist/or person administering visitor badges will deny entry   + If the visitor answer NO to all questions, the normal visitor protocol should follow.  The visitor declarations must be secured in the reception area throughout the day and then handed to (Site determination), the medical team, Site HR , Site Physical Security or Site administration at the close of business every day who will keep the completed form for a period not to exceed 14 days. * **Site Medical, HR, Physical Security or Administration (as deemed appropriate by the site)**   + Receives all completed questionnaires, stores them in locked cabinet, then destroys after 14 days |  |
| EU Sites Excluding Italy | * **Sponsor**   + Calls visitor in advance and asks them questions on questionnaire. If visitor answers in the affirmative to any.. sponsor requests to reschedule. Do not collect any information   + If the visitor arrives, the receptionist alerts the Sponsor of the visitor   + The sponsor is responsible for reading the script and attesting to the affirmative response to the questions.   + If any questions answered are yes, the entry is denied   + If any to all questions are no, then follow normal visitor processes * **Receptionist or Those Receiving Visitors**   + Confirm the Sponsor has asked the questions on script |  |
| Italy | * **Site**   No declaration or script – only signage outside of the P&G reception area, as previously aligned with SMO Legal. |  |
| China | * **Site**   + **Follow current process** |  |