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DATE: May 20, 2020

TO: All 3R Sustainability Stakeholders
RE: COVID-19 Safety Guidelines for all 3R Business Activities

Dear Stakeholders,

Thank you for your commitment, hard work, and care for 3R and its clients. 3R supports essential businesses all across North America and the world, making 3R itself an essential business.

We take the health and safety of our stakeholders and community very seriously and want to remind you of key protocols regarding the conduct of business for 3R. Much of our work can be done remotely, greatly reducing risks. However, as we perform the work at our offices and on-site with our clients in the weeks and months ahead, we need to continue to safeguard the health and safety of all involved.

COVID-19 presents serious health risks to some individuals. This virus can be easily transmitted, even by people who do not feel sick, exhibit symptoms, or even know they are infected or carrying the virus.

<https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>

The guidelines below are to be followed by all stakeholders regarding travel, working in the office, and on-site work at all times and until further notice. Also note, if at any time the CDC, local, state, and/or federal authorities issue further requirements to these guidelines, they must be followed by all SRI stakeholders. Links are provided as well for further information and resources from the CDC.

- Objective of the guidelines
- Prescreening requirements
- Requirements during business
- After conducting business
- Your rights as an SRI stakeholder

This memorandum (guidelines) outlines what all stakeholders (employees, clients, suppliers, subcontractors, non-employee contributors, and impacted community) can expect from one another as we conduct our business together.

<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/how-covid-spreads.html>

In accordance with the Centers for Disease Control & Prevention (CDC), here are guidelines to aid in prevention of coronavirus (COVID-19), and they are to be followed by all stakeholders when conducting business with and for 3R.

<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/index.html>

OBJECTIVE

- The objective of these guidelines and links to CDC information is to help all stakeholders and their families minimize the risk of coronavirus (COVID-19) while we live and work.
- First and foremost, the health and safety of all stakeholders is paramount, so if at any time, you do not feel safe in the conduct of business with/for 3R, immediately contact your manager or key contact at 3R.

PRESCREENING

- All stakeholders are responsible for pre-screening themselves before they leave home to conduct any business with/for 3R. If YOU OR ANYONE YOU HAVE BEEN IN CLOSE CONTACT WITH in the last two weeks are experiencing any symptoms of COVID-19, stay home and notify 3R immediately.

<https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/index.html>

- Stay home if you are sick with anything, even if you do not suspect COVID-19.
- All stakeholders must know their body temperature before leaving home. At 100.4 (38 degrees Celsius) or greater, you must stay home and should seek treatment from a medical professional.
- Notify 3R immediately if you have traveled outside of the U.S. or Canada in the last 30 days. For travel outside the U.S. and Canada, 3R requires a 30-day quarantine.
- NOTE: 3R will make alternative arrangements if any stakeholder determines during Prescreening that they must stay home. DO NOT FEEL PRESSURE OR OBLIGATION TO GO TO WORK. Make the responsible decision.
- All stakeholders must ensure they have their own adequate supply of personal protection equipment before leaving their home for their entire planned time away from home on business.

DURING BUSINESS

- Face coverings are to be worn at all times when on business with/for 3R. Not wearing a face covering is a violation of 3R policy, as well as potentially local, state, and federal laws and regulations. Allowances can be made for safe work-place situations (e.g. working at home). Consult with 3R/SRI HR.

<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html>

- Maintain at least six feet of distance between yourself and others at all times (six feet is about the height of an average adult man) while on business and in public.

<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/social-distancing.html>

- Cover your mouth and nose with a tissue or sleeve when coughing or sneezing.
- Wash your hands often with soap and water for at least 20 seconds or use an alcohol-based hand sanitizer if soap and water are not readily available.
- Avoid touching your nose, eyes, and mouth.
- Frequently clean all work surfaces and ALL heavily touched areas and items (doorknobs, sink handles, car steering wheels, your phone, see CDC guidelines) with an alcohol-based disinfectant.
- If you wear gloves, once you touch your face or your phone, remove your gloves, rewash your hands, and put new gloves on before touching any sterile areas or your body.

<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/gloves.html>

- NEW: According to new guidelines from the Center for Disease Control, you should wear a face covering in any public setting, even when on a break or not in your work area, to reduce the risk of infecting clean areas and coworkers.
- YOU MUST FOLLOW ALL ENTRY AND EXIT PROCEDURES AT ALL FACILITIES YOU ENTER FOR SRI.
- Limit travel as much as possible. All nonessential travel should be avoided until further notice. Employees who travel as an essential part of their job must follow these guidelines. WORK REMOTELY WHENEVER POSSIBLE.

<https://www.cdc.gov/coronavirus/2019-ncov/travelers/travel-in-the-us.html>

- Travel wisely when you need to travel. Employees should avoid crowded public transportation when possible. Evaluate alternative scheduling options, such as driving rather than flying, and earlier or later start times (when buses and airplanes are less crowded).
- Avoid physical contact with other people, such as shaking hands, transferring physical currency, or sharing material items, and maintain a six-foot separation.
- Do not enter rooms with other stakeholders or people where you do not have a six-foot radius around you of social distance. Accommodations must be made for adequate, clean, healthy working space.
- Meetings must be in large, open rooms, where six feet of space exists around each participant. Participants should stagger their seating and not sit across from another participant. In all cases, the absolute minimum number of participants should be maintained, attempting to not have more than two people in the room at any one time. Even when on-site or in the office, whenever possible, communications with other people should first be attempted by phone, video conference, or other in-direct means. All face-to-face interactions should be avoided except when necessary. ALL PARTIES HAVE THE RIGHT TO EXPECT OTHERS TO WEAR FACE COVERINGS WHEN DIRECTLY INTERACTING.

- When moving through facilities or offices, follow all directions and signs designed to minimize contact and maintain social distancing. Maintain social distancing at all times, even if you need to stop, step aside, let others pass, and move on. Take appropriate action to maintain a safe distance.
- When inspection of materials is necessary, have others step away before you inspect, read, assess, examine, or touch materials. If you touch materials, consider the materials and your hands contaminated, and follow the outlined cleaning and sanitization procedures for your hands.
- When presented with verbal evidence, assess the risk (does the presenter have a face covering, etc.), maintain proper distance, move to a quieter area if needed, and do not compromise your safety. If needed, take notes, and ask later in a safer environment, by phone or email, or via other evidence.
- When anyone attempts to provide you with materials directly, ask them to set the items down, and wait for them to step back before picking up the materials. As stated, now consider your hands contaminated, and take proper cleaning and sterilization measures once you are finished with the materials.
- Meals, if provided, should be procured from a touchless, legally open commercial kitchen/restaurant. Clean and sanitize your hands before and after eating.
- Hosts for business meetings, on-site activities, or events should facilitate, and are responsible for, a safe and healthy work environment for all stakeholders.

AFTER CONDUCTING BUSINESS

- If you feel you were exposed to COVID-19 in any way during business, immediately notify 3R and seek appropriate medical attention.
<https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>
- Clean and sterilize your hands and all clothing that were exposed to the outside and work environment.
- Communicate with 3R/SRI Human Resources if you have questions regarding these guidelines or further actions need to be taken to keep stakeholders safe.
<https://www.cdc.gov/coronavirus/2019-ncov/faq.html>
- Keep your home and family clean and safe.
<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/disinfecting-your-home.html>

YOUR RIGHTS UNDER 3R POLICY AND THESE GUIDELINES

- You do not need to do anything that you feel puts you at risk.
- You have the right to refuse to work with any stakeholder that does not follow 3R Policy and these guidelines.
- 3R will stand behind stakeholders that follow the guidelines. These guidelines and everyone's health and safety take precedence over business obligations.

All stakeholders are responsible for meeting these guidelines and monitoring the CDC, local, state, and federal laws, rules, and regulations for changes or updates to safe operating requirements. These guidelines, while taking much into account, are not a complete and foolproof guide to avoiding COVID-19. Used in conjunction with current and evolving information, common sense and personal responsibility, and commitment to all stakeholders, we can help ourselves and all stakeholders minimize the risk of COVID-19 as we live and work.

The following CDC link provides a current review of what you need to know.

<https://www.cdc.gov/coronavirus/2019-ncov/index.html>

Thank you!

Sincerely,
The 3R Team

WHO TO CONTACT AT 3R

In case you have comments, questions, are sick, or may have been exposed, and do not know who to contact, here is a list of key contacts at 3R. If you have contacts you work with on a regular basis, you can reach out to them as well.

3R Sustainability PA/USA Headquarter Phone Number: +1 (724) 741-9900

Clients Contact: Jana Lake, x651, JLake@3rsustainability.com, 3R President

Employees Contact: Theresa Moeller, x612, tmoeller@sriregistrar.com, 3R/SRI HR
Or Lara Eury, x606, leury@sriregistrar.com, 3R/SRI HR
(Including Suppliers, Interns, Legal and Regulatory)

Confidential Ethics Hotline: 877-647-3335