

For immediate release

Measures to Prevent the Spread of Novel Coronavirus (COVID-19)

Based on its business continuity plan (BCP), TAIYO YUDEN is implementing measures including the following to prevent the spread of the novel coronavirus and ensure the health and safety of its employees, business partners and other stakeholders.

We will continue to implement appropriate measures according to changes in the situation.

1. **Fostering teleworking from home since March 2**
In order to avoid the risk of infection posed by commuting during peak hours, we have been fostering teleworking from home mainly at our bases to which lots of employees commute by public transportation, including the head office in Chuo-ku, Tokyo and sales offices in major cities in Japan.
2. **Responding to the irregular closing of schools since March 2**
Due to the irregular closing of schools in Japan, employees with children attending elementary schools and younger ones have temporarily faced difficulties in balancing their work-life balance. In order to give support to these employees, we have expanded the cases in which employees can take paid holidays under the “reserved paid leave” system.
3. **Fostering staggered commuting since February 18**
In order to avoid the risk of infection posed by commuting during peak hours, we have been fostering staggered commuting mainly at our bases to which lots of employees commute by public transportation, including the head office in Chuo-ku, Tokyo and sales offices in major cities in Japan.
4. **Restricting business trips and overseas travels since January 22**
Based on the Japanese Ministry of Foreign Affairs’ warning on infectious diseases and other information, we have been restricting employees’ business trips and overseas travels. Presently we are prohibiting employees from making business trips to any regions in China while also telling them to refrain from making business trips from China to other countries and from traveling between other countries/regions.
5. **Refraining from attending/organizing meetings and events**
We are refraining from participating in events, seminars and others where lots of people gather together. We have also suspended participation in external exhibitions and will continue this practice for some time. Internally, we have cancelled or postponed the organization of meetings and events in which lots of employees participate and instead encourage employees to hold teleconferences and online meetings.
6. **Measures for visitors**
Our employees will wear masks when meeting visitors to our facilities. Moreover, we will check the health conditions of visitors to our facilities and ask anyone who has a fever to refrain from entering the facilities.
7. **Other measures to prevent infection**
We are also taking a range of measures to prevent infection, including raising employees’ awareness of the importance of hand washing, sterilization and observing cough etiquette. In addition, we are working to mitigate congestion at our staff canteens and ask employees to avoid sitting face-to-face and refrain from talking with each other when eating at the canteens.