



April 14, 2020

Re: Preventative Measures to Protect Against COVID-19 at Allison Facilities

To Whom It May Concern:

In its combat against the COVID-19 pandemic, Allison Transmission's two overarching goals remain the same: (1) to protect the health and safety of our employees across the globe; and (2) to ensure the timely delivery of our propulsion solutions to our customers around the world. To accomplish these goals, Allison Transmission has taken significant and comprehensive steps to prevent the potential spread of COVID-19 throughout our facilities. Moreover, due to the fluidity of the pandemic, Allison Transmission is regularly updating policies and taking additional measures to meet its goals.

While not a comprehensive list, below is a summary of the actions taken by Allison Transmission:

- COVID-19 Task Force:
 - Very early in the COVID-19 threat, Allison Transmission established a cross-functional COVID-19 task force with executive level leadership and participation, which meets daily and regularly evaluates and adjusts the preventative measures to ensure a safe and healthy workplace.

- Social Distancing Policies:
 - Work from Home: as of March 14, 2020, non-production employees capable of working remotely are doing so, reducing exposure and transmission points.
 - Six (6) Feet Requirement for those Remaining Onsite
 - All employees and workers are to maintain a minimum of 6 feet spacing at all times;
 - Management evaluated all production operations, and made adjustments to production lines to maintain the minimum 6 feet spacing;
 - In-Person Meeting Limitations
 - In-Person meetings are replaced by virtual/teleconference meetings where possible;
 - All existing in-person meetings are limited in number to ensure the minimum 6 feet spacing;
 - External in-person meetings are prohibited, unless business critical and time-sensitive to Allison's operations;
 - Cafeteria Adjustments
 - Jumbo café temporarily closed;
 - Removal of self-service stations;
 - Limited hours, with staggered shifts for production and non-production employees;
 - Cashiers to use facemasks, and have customers run their own credit cards;
 - Limited seating at tables and in cafeteria to maintain 6 feet separation;
 - Signage and Posters are placed throughout facilities to reinforce social distancing mandate.

- Enhanced Cleaning:
 - Increased housekeeping headcount in order to increase effectiveness and frequency of cleaning efforts;



- More frequent and regular cleaning and disinfecting of the following areas: entrances/exits (including turnstiles); handrails/guard rails; break malls and collaboration cafes; time clocks; lockers; team centers; door handles; light switches;
- New hand sanitizing stations throughout facilities, including at employee entrances, break malls, cafeterias, high traffic time clocks, and office areas;
- Response Plan and Protocols to Address Symptomatic or Suspected Cases of COVID-19
 - Protocols follow CDC guidelines to identify and medically assess risk exposures among workforce;
 - Requires the quarantine of those who are symptomatic;
 - Requires those who have been considered exposed to COVID-19, to follow our post-exposure protocol with daily medical checks; per CDC guidelines;
 - Includes stringent disinfecting protocols in response to at risk exposure cases;
- Visitor Restrictions
 - Visitors to Allison Transmission facilities are prohibited, unless the visitor is required for a task that is considered business-critical and time sensitive;
 - Visitors must complete a medical questionnaire and, if necessary, an onsite medical assessment prior to being allowed in the facilities;
- Travel Restrictions
 - All business travel is prohibited unless business-critical and time sensitive (in which case the business travel must be approved by the functional Vice President);
 - Personal travel is also discouraged, and must be reported to Allison Transmission HR and Medical departments for review and possible quarantine upon return from travel;
- Internal Communications to Reinforce Policies:
 - Signage and Posters throughout the facilities to reinforce all efforts made or required in response to the COVID-19 pandemic;
 - Dedicated COVID-19 intranet site with updated policies and recent developments;
 - Pushed communications regarding updates.

A handwritten signature in blue ink, appearing to read "Eric Scroggins".

Eric C. Scroggins

Allison Transmission, Inc.

Vice President, General Counsel & Secretary