

Policies & Countermeasures Regarding COVID-19

In accordance with the spread of COVID-19 in Japan, Marubeni Corporation (hereinafter, "Marubeni") hereby announces the following policies and countermeasures intended to deter the further spread of the virus and to ensure the safety and wellbeing of our employees. These policies are already in effect.

1. Marubeni strongly recommends the following with regard to commuting to and from work:
 - (1) The use of telework (to prevent infection, avoid congested public transport during daily commutes, looking after children who are home due to government ordered school closing etc.)
 - (2) The use of flex time.
 - (3) Cancellation or postponement in holding or participating in of non-essential training, seminars or other such events.
 - (4) Cancellation or postponement in holding or participating in company events like receptions and informal gatherings. To the extent possible, we further recommend refraining from holding or participating in events with clients.

2. The following policies will be enacted immediately with regard to business trips:
 - (1) Overseas Business Trips: As a general rule, all will be cancelled or postponed.
 - (2) Domestic Business Trips: To the extent possible, we recommend refraining from going on any non-essential business trips within Japan.

3. The following policies will be enacted immediately with regard to employees or family members of employees who become infected:
 - (1) If a Marubeni employee becomes infected:
 - a) The employee in question is not under any circumstances to come to work.
 - b) If a Marubeni employee becomes infected, as a general principal, other Marubeni employees working in the same office space (who could have been exposed to the virus) shall work from home for at least one (1) week (this time period may be extended on a case by case basis).
 - (2) If a family member living with a Marubeni employee becomes infected, the employee in question must work from home for a period of 2 (two) weeks.
 - (3) In cases where an employee of another company or business located in the same building as a Marubeni employee becomes infected, the employee should exercise their best judgement following the advice/guidelines of their landlord.

The Marubeni Group's priority will continue to be the deterrence of further infection, as well as the safety and wellbeing of our employees, business partners and clients. Taking into account the policies of the national

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government and local municipalities, Marubeni will continue to consider the deployment of additional policies if deemed necessary.

We thank you for your understanding and cooperation during this time.