



Marukan Vinegar (U.S.A.) Inc.

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To All Marukan Vinegar (U.S.A.) Trading Partners, Consumers and the General Public

RE: COVID-19 Company Policy and Action Steps

Marukan is managing the novel Coronavirus (COVID-19) pandemic by following the guidance and direction of the Center for Disease Control (CDC), the World Health Organization (WHO), federal, state, and local government, health authorities, and relevant industry agencies.

This includes:

- Actively encouraging sick employees to stay home
- Allowing work from home wherever possible
- Emphasizing hand hygiene
- Routine environmental cleaning
- Postponing non-essential travel
- If an employee is confirmed to be positive for COVID-19, or has had recent exposure to a positive case, a risk assessment is conducted for the potential exposure.

<https://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html>

<https://www.cdc.gov/coronavirus/2019-ncov/php/risk-assessment.html>

Furthermore, our offices and breweries are closed to non-essential outside visitors. Essential service providers such as truck drivers and pest control providers are allowed by following our Visitor's GMP Policy and Agreement. Any employee or visitor showing symptoms of a virus, cold or flu will not be permitted to enter our breweries or offices.

Our position is that Marukan provides an essential food staple that our customers rely on to ensure food safety and quality. So, we believe it is imperative to have a business continuity plan. We will continue maintaining normal inventories, operations and business hours unless otherwise advised by the authorities.

Marukan's Executive Management Team is meeting daily with our HR and Food Safety managers to review the ever-changing best practices during this time. We do not foresee issues with supply or food safety but will continue to monitor and report our status. Through this process, we are improving our Crisis Management Policy daily and providing resources to improve our Business Continuity Plan. This includes back-up laptop computers so that essential business functions may be done remotely if it becomes necessary.

We appreciate all your support to keep the supply chain moving for those in need.

Sincerely,

Jon Tanklage
President/COO of Marukan Vinegar (U.S.A.)