13 April 2020

Dear Valued Customers,

**Exemption from Suspension of Workplace Activities**

Singapore Valve & Fitting Pte Ltd. (also known as Swagelok Singapore) is listed by the Ministry of Trade and Industry as an Essential Service and will continue to operate during this Circuit Breaker period from 7 April 2020 to 4 May 2020.

In these unprecedented times, collaboration between our organizations is critical. Please work with us by identifying critical orders and providing us as much lead time as possible when placing new orders. By doing this, we can continue to serve you to the best of our ability. We will take actions that will allow us to mitigate inevitable disruption.

Swagelok Singapore will continue to prioritize the health of our associates and continue to maintain our operations. We will continue to take safe distancing measures which include:

- Performing tasks remotely from home
- Reducing the need for and duration of physical interactions
- Staggering working hours
- Postponing all onsite training
- Implementing shift work and/or split team arrangements
- Wearing of masks

We are committed to comply with all applicable laws, including the provision of the Infectious Diseases Act and any regulations promulgated thereunder, Part 7 of the COVID-19 (Temporary Measures) Act 2020 and the COVID-19 (Temporary Measures) (Control Order) Regulations 2020.

These are historically challenging times. Together we can work to keep our employees safe and continue to play an important role in supporting you, our valued customers.

Stay safe and healthy.

Sincerely,

Cai Zhuohan
CEO