



Business Partner Requirements for Meeting with Allison Transmission Employees

Allison Transmission, Inc. (“Allison”) has taken significant steps to keep its employees safe and secure during the COVID-19 pandemic. As one of its business partners, Allison expects you to take similar precautions during this time. As such, prior to meeting in person with an Allison employee, it is necessary that you acknowledge and agree to the following safety precautions:

Symptoms or Known Exposure

Allison employees are not permitted to meet in person with individuals who have been exposed to COVID-19 within the past 14 days or who currently or within the last 14 days have symptoms of COVID-19. Symptoms include any of the following: cough, severe trouble breathing, sore throat, gastrointestinal symptoms, loss of taste or smell, chills or shaking with chills, unexplained muscle pain or a fever of 100 degrees or higher.

If you know or have reason to believe you have been exposed to COVID-19 within the last 14 days or that you have, or have had within the last 14 days, any of the COVID-19 symptoms listed above, you must immediately let the Allison employee know. The Allison employee will not be able to meet with you in person.

Social Distancing Requirements

In-person meetings pose a heightened risk of COVID-19 transmission, and Allison employees are required to maintain appropriate social distancing in such meetings. In addition, Allison employees are required to comply with all government mandates (local, state, and national), including face-covering requirements and meeting capacity limitations where applicable.

Contact Tracing and Reporting Requirements

If, at some point within 14 days after the in-person meeting with an Allison employee, you either (1) test positive for COVID-19, (2) develop symptoms of COVID-19, or (3) learn that you were exposed to COVID-19 prior to meeting with the Allison employee, then **you are required to promptly notify the Allison employee**. This prompt notice will allow Allison and its employee to take the appropriate safeguards to prevent further transmission of the virus to others.