



June 21, 2021

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. As access to the COVID-19 vaccine is now freely available and our communities continue to return to pre-pandemic normalcy, Allison Transmission is likewise working to de-escalate its COVID-19 protocols and policies while still following the prevailing health and safety guidance.

While not a comprehensive list, below is a summary of the actions currently 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 regularly and evaluates and adjusts the preventative measures to ensure a safe and healthy workplace.
- Face Covering Policy:
 - Face coverings are required inside Allison's facilities, unless the individual is fully vaccinated and has provided proof of vaccination pursuant to Allison's protocols;
- Social Distancing Policies:
 - Six (6) Feet Requirement for those 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;
 - Where 6 feet spacing is not reasonable, appropriate PPE is used to ensure health and safety of those employees;
 - In-Person Meeting Limitations
 - Allison has invested in technology to support virtual/teleconference meetings as needed;
 - In-person meetings are limited in number to ensure the minimum 6 feet spacing;
 - Cafeteria Adjustments
 - 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;
 - Allison has established an on-site COVID-19 testing center, to allow for rapid and PCR testing;
 - 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 continue to be limited to those visits that are considered business-essential and time sensitive;
 - Visitors must complete a visitor health screening form and, if necessary, an onsite medical assessment prior to being allowed in the facilities;
- Travel Restrictions
 - All business travel is limited to that which is business-critical and time sensitive;
- 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