

Xerox Preparedness for Coronavirus (COVID-2019)

March 6, 2020

Xerox, like other companies, is closely monitoring the coronavirus situation. We have robust pandemic preparedness and business continuity plans to protect our people, our clients and our business.

Xerox sources product and/or components in China or South Korea, and at this time, the coronavirus outbreak in China and South Korea has not impacted the company's operations. Xerox is actively assessing possible implications to its supply chain and planned customer delivery daily to minimize any potential disruption and impact. Our suppliers in the affected regions are slowly resuming their operations. We continue to communicate with suppliers and transportation partners and are currently activating business continuity plans and mitigation strategies as appropriate, including but not limited to premium airfreight, alternate sourcing, asset recovery and reverse logistics covering equipment, supplies and parts. Supporting our customers and partners is a top priority for Xerox. We will share further information as it becomes available.

In addition, the following management processes have been implemented and communicated to our employees:

- Follow guidance from the local, state and national authorities about coronavirus preparedness including staying home if directed to do so.
- Business travel restrictions have been imposed based upon the geographical distribution of the outbreak. Currently all business travel to China, Italy and South Korea is prohibited. Travel to all other Asia-Pacific countries must be business critical and approved by Xerox senior leadership.
- Any employee returning from travel to China, Italy, Japan or South Korea will be medically reviewed and monitored before he/she is authorized to return to a Xerox workplace or client account. A minimum period of fourteen (14) days absence is required for any employee who visited China, Italy, Japan or South Korea or has come in close personal contact with someone who has been ill from the coronavirus.
- Provisions have been established for assessing an employee's risk if he/she has been in close contact with someone having recently returned from China, Italy, Japan or South Korea.
- Visitors to Xerox from a coronavirus-impacted geography will be screened for the risk of infectiousness prior to entry.
- Regular communications are being delivered to all employees about ways to minimize their risk of infection, actions to take if they become ill and the Xerox reporting obligations.

Given the severity of the situation, we are closely monitoring the situation and will move swiftly to implement additional controls if needed. For questions and additional information, contact the Xerox Coronavirus Response Team via Corporate.Security@xerox.com.