

May 11, 2020
Seiko Instruments Inc.
Precision Machinery Division

About work arrangement from May 11th due to extension of the declaration of a state of emergency

Thank you very much for your continuous support.

Following the policy from the Japanese government to extend declaration of a state of emergency based on the Act on Special Measures against New Coronavirus, we will continue a telework arrangement. In addition, every Wednesday will be a temporary holiday until the end of the declaration of a state of emergency to prevent the spread of new coronavirus infection.

We apologize for any inconvenience this may cause to our customers and those concerned, but we ask for your understanding.

■ Period for working at home

From May 11, 2020 (Mon) to May 31, 2020 (Sun).

■ Work arrangement

Except for some production lines, **we will continue a telework as a rule.**

(However, it will be operated with the minimum required number of people and time even on a continuous production line)

In addition, any work that involves going out or on a business trip will be canceled in principle.

(Emergency cases will be discussed individually)

Temporary holiday: May 13th, 20th, 27th, every Wednesday.

■ Contact information during the telecommuting period:

During the telecommuting period, we cannot respond to telephones and faxes of business offices. For inquiries, please e-mail each person in charge and a mobile phone or the following contact information.

○ **Inquiries regarding internal grinding machines and spindles:** naiken@sii.co.jp

○ **Inquiries about maintenance and service:**

Name of person; Kouji Fujita/ mobile; +81-90-8855-8038 /E-mail; kouji.fujita@sii.co.jp

Name of person; Hitoshi Masuda/ mobile; +81-90-2621-1519 /E-mail; hitoshi.masuda@sii.co.jp

We will continue to give priority to ensuring the safety of related parties and our employees and will consider and implement necessary measures.