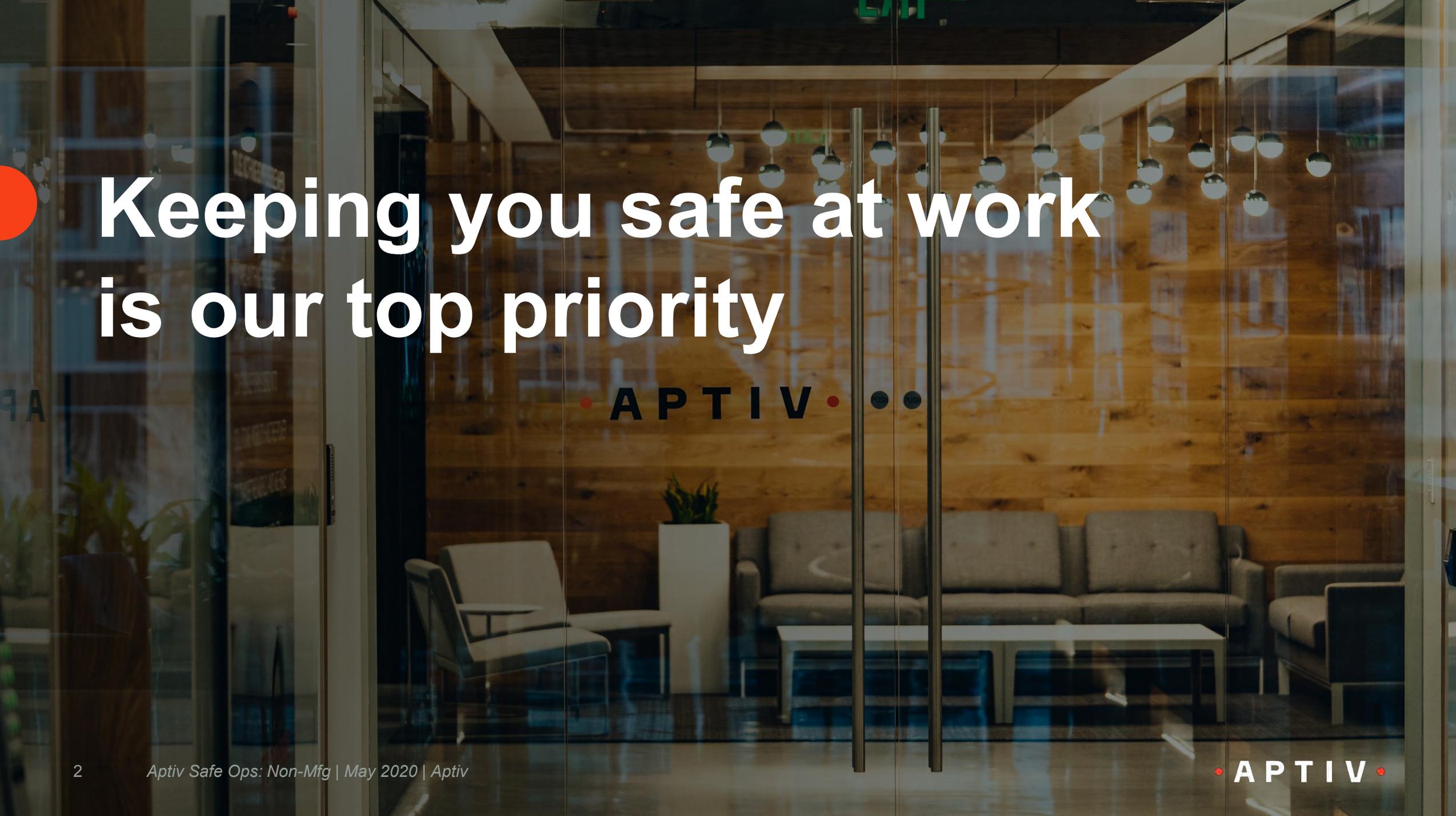


OFFICE SAFE OPERATIONS

Safe Operations In A Post
Pandemic Office Environment



Keeping you safe at work is our top priority

• APTIV •

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A Message From Kevin Clark



Thank you for upholding our values during this unprecedented time. Our employees' safety remains our top priority, and your actions will help us minimize risks as we return to work.

This guide will help you understand what has changed at our Technical Centers and offices as we reopen. For now, most of our employees will continue to work from home. All sites will follow a gradual, phased approach

to reopening, which will start with bringing back only those employees who must be in the office to deliver for our customers. Everyone who returns must strictly adhere to Aptiv's Safe Operations Protocols, which are outlined at a high level on the following pages. Our protocols are based on information and guidance available today from the WHO, CDC and various government agencies, and have been reviewed by medical and environmental health and safety experts. We will amend these measures as the pandemic evolves.

I recognize that these new ways of working may be difficult at first, but it is in Aptiv's DNA to manage change proactively, innovate through disruption and be resilient in the face of challenge.

I ask that you keep this in mind as you review Aptiv's Safe Operations Protocols and put them into action when returning to the office. Together, operating as One Aptiv, we will protect each other and come out of this crisis stronger than ever.

A handwritten signature in red ink that reads "Kevin". The signature is stylized and cursive.



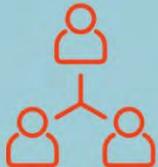
We're All In This Together

WE EACH HAVE A PERSONAL RESPONSIBILITY
TO PROTECT ONE ANOTHER

OUR VALUES



PLAY
TO WIN



ONE
TEAM



THINK AND ACT
LIKE OWNERS



ACT WITH
URGENCY



PASSION FOR
RESULTS



OPERATE WITH
RESPECT

ALWAYS DO THE RIGHT THING, THE RIGHT WAY

RECOGNIZE YOUR PERSONAL RESPONSIBILITY

WHILE EACH OF THE INDIVIDUAL
SAFETY PROTOCOLS IS USEFUL
IN PREVENTING THE SPREAD OF
COVID-19, THEY ARE MOST
EFFECTIVE AS A WHOLE.

ALL OF US HAVE A RESPONSIBILITY
TO ENSURE WE'RE FOLLOWING
THE DIRECTIONS DETAILED IN THIS
GUIDE

Safety Is Core To Everything We Do



WE HAVE TAKEN PROACTIVE STEPS TO KEEP OUR PEOPLE SAFE WELL BEFORE THEY WERE MANDATED



1. Excluding China which had already been operating under these conditions

Elements Of Aptiv's Safe Operations Protocols



We have established safe operations protocols for all Aptiv sites to operate and restart production in the wake of COVID-19.

As this pandemic evolves, we will continue to revisit, update, and refine these procedures based on the best available information and practices.



**POLICY /
MANAGEMENT**



**PRE-SCREENING /
MONITORING**



**SOCIAL DISTANCING /
PPE**



**OFFICE
SAFETY**



**CLEANING /
DISINFECTION**



**COMMUNICATION /
EDUCATION / TRAINING**



**CASE
RESPONSE**

[Learn More](#)
Download Aptiv's Safe Ops Protocols

Summary of Aptiv Safe Operations Protocols

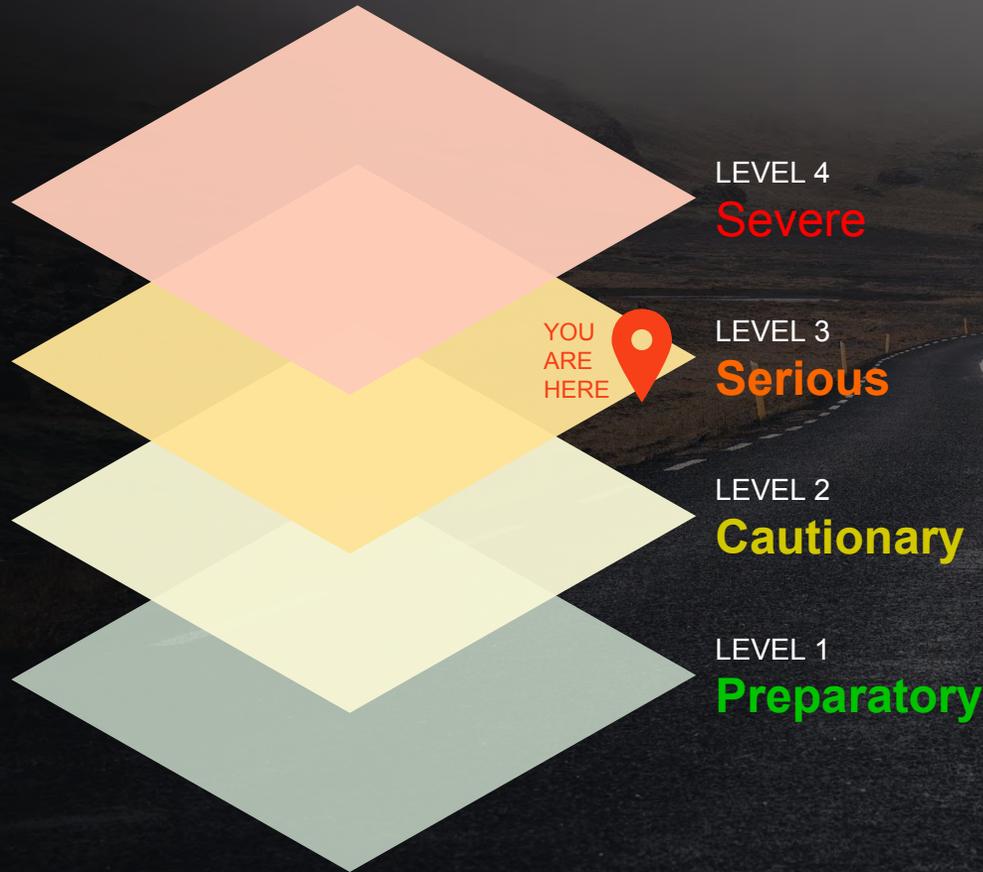


OUR UNWAVERING COMMITMENT TO THE HEALTH AND SAFETY OF OUR EMPLOYEES AND THEIR FAMILIES

1 POLICY / MANAGEMENT		<ul style="list-style-type: none">• Crisis Management Team• Regular reporting, touchpoints• Evidence check before re-start	5 COMMUNICATION & TRAINING		<ul style="list-style-type: none">• Site-level training and Q&A• Communication of preventative measures• Employees update process and channels
2 PRE-SCREENING / MONITORING		<ul style="list-style-type: none">• Health / risk screenings• Non-contact thermometer checks• Restricted access when necessary	6 CASE RESPONSE		<ul style="list-style-type: none">• Guidelines for reporting symptoms• Response procedures and tracing• Clearance to return to work
3 SOCIAL DISTANCING / PPE		<ul style="list-style-type: none">• Min 6 feet of separation• Physical barriers / work-from-home• Inventory requirements for PPE	7 OFFICE SAFETY		<ul style="list-style-type: none">• Office specific requirements• Common area management• In person / work from home guidelines
4 CLEANING / DISINFECTION		<ul style="list-style-type: none">• Cleaning high-touch areas every 3 hrs• Professional cleaning / disinfection• Hand washing / sanitizer stations			

[Learn More](#)
Read Pasquale Abruzzese's Blog
Outlining The Protocols

Four Levels Of Site Preparedness



Highest level of disease. Incidence severity critically impacting operations. Mandated public health and government measures in effect, including quarantine.

Disease incidence and / or severity is of serious concern for health and government agencies. Authorities issue significant alerts especially involving travel restrictions/border closing advisory.

Disease incidence and/or severity is of growing concern for local and country public health agencies.

Disease incidence and / or severity is of minimal or no concern for local and country public health agencies

The New Normal In The Office



MAJORITY OF EMPLOYEES WILL CONTINUE TO WORK FROM HOME

- All employees will be assigned to groups based on requirement to be in the office
- Health Forms / Declarations will be required for any employees required to be onsite

SITES WILL BE REOPEN ON A PHASED APPROACH

- This will be a slow and conservative process; the speed will depend on specific criteria in the local environment
- Shifts and rotating schedules wherever necessary to limit occupancy

ALL FACILITY RESTARTS FOLLOW APTIV'S SAFE OPERATIONS PROTOCOLS

- These protocols include common guidelines based on expert input and review...
- ... as well as guidelines specifically tailored for both manufacturing sites and office locations

Gradual Office Restart To Reduce Density



THE MAJORITY OF OFFICE EMPLOYEES WILL CONTINUE TO WORK FROM HOME

- All employees will be assigned to groups
- Groups will be based on the need to be onsite
- The goal is to reduce density where possible, helping keep everyone safer
- Shifts and rotating schedules will help limit occupancy when necessary
- Work with HR and your manager to accommodate special cases, including high risk categories / health conditions, logistical issues and exposure

1 PHYSICAL PRESENCE REQUIRED

Absolutely require physical presence to perform job duties

2 PHYSICAL PRESENCE PREFERRED

Require coming to the office at times for a specific purpose

3 PHYSICAL PRESENCE OPTIONAL

Possible to perform job duties remotely (most employees)

Note: Note: Protecting the health and well-being of all Aptiv employees, customers, and communities where we operate is our top priority and a responsibility that we take very seriously. The World Health Organization warns that COVID-19 is often more severe in people who are older than 60 years or who have health conditions like lung or heart disease, diabetes or conditions that affect their immune system. Public health agencies around the world have issued similar warnings. If you have any concerns, or are in a higher risk category, please let your supervisor or the HR team know.

Office Policy Management: Covered Areas

DESIGNED TO REOPEN AND OPERATE OFFICES AS SAFELY AS POSSIBLE

KEY AREAS ADDRESSED

- Workplace Access and Activity
- Gatherings, Meetings and Conference Rooms
- Common Areas: Collaboration Spaces, Elevators and Stairs
- Social Distancing and Personal Protective Equipment
- Cleaning & Disinfection
- Pre-Screening and Monitoring
- Communication, Education & Training
- Special Measures For Vulnerable Populations

Changes In The Office

KEY CHANGES TO EXPECT



Hand sanitizer and wipes placed throughout offices

Reduced number of entrances

Updated cafeteria seating

Practice Social Distancing (6 ft)

3X daily cleaning

- rails, door handles, table tops, hand rails, restrooms

Seating capacity must ensure 6' distance

One way hallways as necessary

Elevator capacity, signage and queue

Mask disposal upon exiting the office

Temperature check

Desk distancing or a screen in between
Maintain a clean workplace

Extra cleaning in restrooms

Remote working when possible



Entry Procedures

FOR EMPLOYEES AND VISITORS



THERMAL SCAN

Screenings will include a temperature check with non-contact thermometers



HEALTH DECLARATION

Be prepared to answer health declaration questions based on local rules and regulations



SOCIAL DISTANCING

Make sure to keep a safe distance of 6 feet (~2 meters) from others while waiting in line



PPE

You will receive the appropriate personal protective equipment (PPE)

National, state and local municipalities have enacted specific requirements before allowing employees back into facilities, which the Health Declaration is designed to address. This is currently different from the Health & Wellness Survey.



Face Masks

AT LEVEL 3 FACE MASKS ARE REQUIRED WHILE IN THE OFFICE

MASKS HELP PROTECT YOU AND YOUR COLLEAGUES

- COVID-19 spreads through droplets coming out of an infected person's mouth or nose
- Masks help reduce the risk of virus spread, though do not eliminate it completely

PROPER MASK PROTOCOL IS KEY

- Don't touch your face, after touching a contaminated surface, as you can transfer the virus to your eyes, nose or mouth
- Dispose of a mask before 8 hours of use in one of the marked containers; don't reuse masks
- Keep masks in a clean paper bag while eating; you will get a paper bag with your mask



Before putting on a mask, wash your hands with an alcohol-based disinfectant or soap and water.



Cover your mouth and nose with the mask and make sure there are no gaps between your face and the mask.



Avoid touching the mask while wearing it



At your lunch time, remove the mask: remove it from behind (do not touch the front of the mask), and put it in a safe place



When finished, dispose of it immediately in a closed container and wash your hands with soap and water or use an alcohol-based hand sanitizer



Social Distancing: Elevators & Walkways

UNIQUE REQUIREMENTS WHEN MOVING THROUGHOUT THE FACILITIES

- Hallways will be marked as one-way for traffic flow as necessary
- Elevator capacity will be assigned to ensure 6 feet (1.8 meter) spacing
- Floors will be marked showing where to stand in the queue and inside the elevators
- Where possible using the stairs will be preferred vs. using the elevator
- There will be on-going cleaning of high touch surfaces like elevator panels / buttons
- Wipes available at staircases entrances to open the door, disinfect hand rails



Social Distancing: Work Areas



TAKING STEPS TO SPREAD OUT THOSE WHO ARE IN THE OFFICE

- Seating will be adjusted to ensure 6 feet (1.8 meters) between individuals
- Physical barriers will be used when that is not possible
- Access to workplace areas where social distancing is not possible will be restricted
- Signage and other visual management will be used to help ensure social distancing
- Leave lights on and doors open wherever possible



Conference Rooms



ADJUST CONFERENCE ROOM DENSITY TO ACCOMMODATE SOCIAL DISTANCING

- Meeting room capacity will be defined and posted, extra seats will be removed
- Consider using virtual collaboration tools meetings whenever possible
- Common materials (markers, erasers, stationary) will be removed
- Disinfect surfaces of tables / chairs after each use
- No shared or communal food is allowed in conference rooms, and groups should avoid eating together



Hand Washing



REGULARLY WASHING YOUR HANDS IS ONE OF THE BEST AND EASIEST WAYS TO PROTECT YOURSELF

- **Wet:** Put both your hands under clean, running water.
- **Lather:** Apply a generous amount of soap to the inside and back of your hands as well as your fingertips. Wash your hands for at least 20 seconds, and don't forget to wash under jewelry and fingernails.
- **Scrub:** Rub both hands together and move your fingertips around both hands.
- **Rinse:** Return both hands to the running water and gently wash away the soap.
- **Dry:** Completely dry the water from your hands. Using a disposable towel (paper towel) is best to avoid spreading germs.



Social Distancing: Cafeteria & Break Rooms



PARTICULAR CAUTION REQUIRED IN COMMON AREAS AND AROUND FOOD AND BEVERAGES

- Wipe down refrigerators and microwaves before and after use
- Follow visual cues for seating; extra seats will have been removed
- Cleaning tables before and after use
- Food by itself does not pose a risk, but the people preparing the food may cross contaminate it
- Only fully cooked or packaged / sealed food will be available; no shared / communal food
- Water fountains will be shut down



Cleaning And Disinfection

ROUTINES HAVE BEEN SIGNIFICANTLY INCREASED

- High-touch areas cleaned 3 times per shift
Examples: lunchrooms, break rooms, restrooms and door handles
- Employees should wipe down workstations several times a day, particularly before lunch and before leaving
- Common, shared spaces / work stations will be cleaned between use
- Wipes and disinfectants available to clean your work area regularly
- Hand sanitizers available in common areas
- Professional cleaners will conduct full site disinfection as appropriate





Heading Home

BE MINDFUL OF HYGIENE AND SOCIAL DISTANCING ON YOUR WAY HOME



Don't share the car with other people if you can avoid it



Depending on your site, grab a mask for the following day



Try not to touch any surface with your hands



When you get home, disinfect your hands and take a shower or bath



Avoid touching your face in route, and until you can ensure you have clean hands.



Avoid kissing or hugging your family until you are totally clean



Your Responsibility Outside of Work

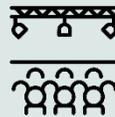


- Protecting yourself at home is just as important as protecting yourself at work
- Staying safe outside of work helps minimize risk for your colleagues in addition to yourself
- Pay close attention and adhere to governmental guidance for limiting the spread of COVID-19 such as:

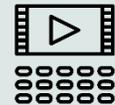
AVOID / LIMIT



Group Gatherings



Mass Concerts



The Theater or the Movies



Athletic Events



Public Places like the Malls

PROMOTE



Taking a **Walk** or go **Hiking**



Playing in your **Yard**



Reading a **Book** or listening to **Music**



Family **Game night**



Group **Video Chats**

Health & Wellness Survey

COMPLETED WEEKLY; SHOULD TAKE ROUGHLY ONE MINUTE

- Health & Wellness Survey needs to be completed before coming into the site
- Pulse checks will happen once per week
- HR will follow up for employees who do not complete the link
- Multiple ways to access the survey - simply follow the links



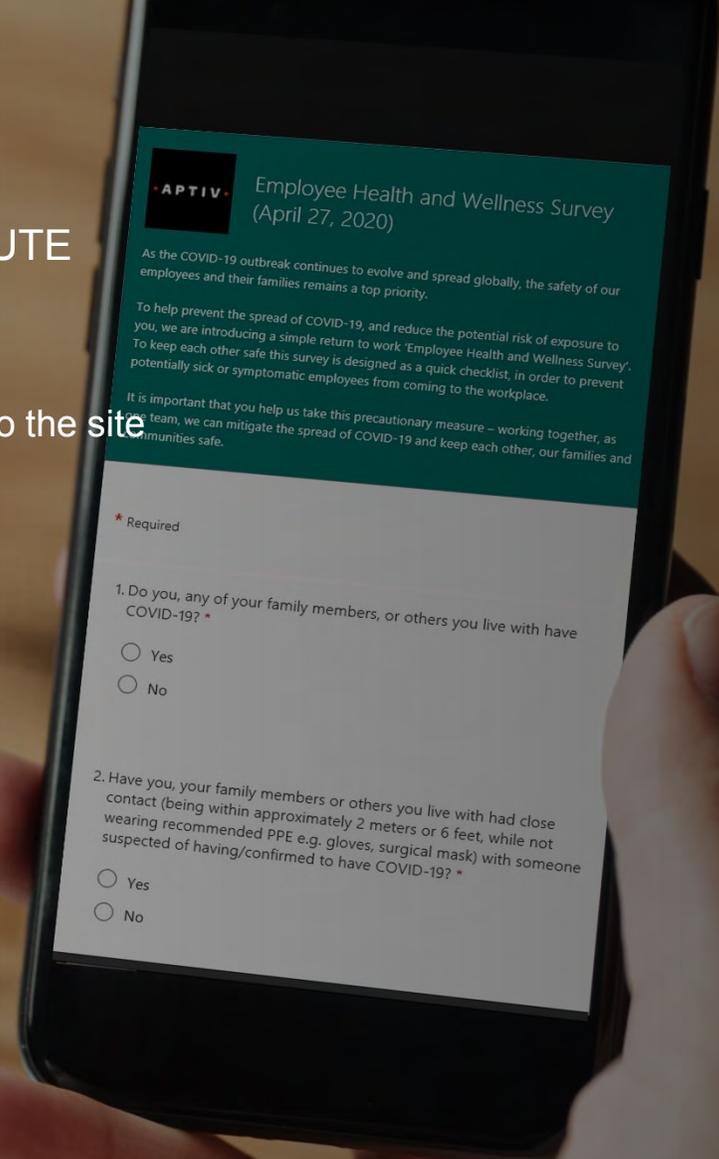
WhatsApp



Smartphone / SMS



eMail



The Health & Wellness survey is an official company tool which has been reviewed by a cross-functional team, and is in compliance with international data privacy laws in consultation with our social partners. Each site is issuing the survey and have been trained on appropriately managing the information.

What To Do If You're Feeling Ill

BY TAKING PERSONAL RESPONSIBILITY, WE CAN KEEP OURSELVES, OUR FAMILIES AND OUR COMMUNITIES SAFE

ALERT YOUR MANAGER OR SITE LEAD IMMEDIATELY

They will direct you to the site's isolation area and contact medical care, as needed. They will perform an initial interview to document details about your symptoms, recent travel history, etc.



GO HOME & CONTACT YOUR DOCTOR

Consult with your doctor on if you need to get tested. If COVID-19 is suspected, remain isolated until test results are available.



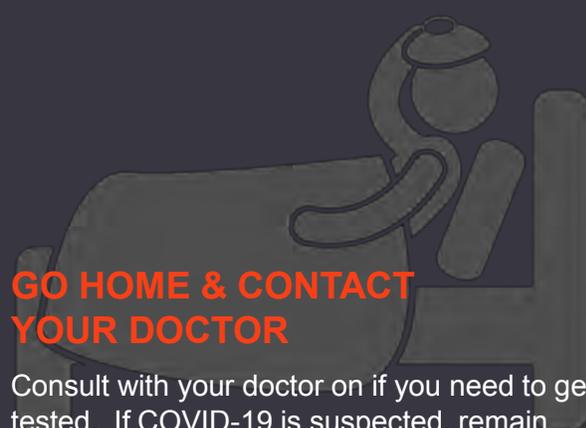
IF YOU TEST POSITIVE

Continue to quarantine until you are considered recovered by doctors. The Aptiv team will establish a "close contacts group" to inform and quarantine. All re-entry protocol must be followed once returning to work.



IF YOU TEST NEGATIVE

Once you are symptom free, you can return to work. All re-entry protocol must be followed after your quarantine.



Office Etiquette: Do's & Don'ts

THE NEW NORMAL IN THE OFFICE

BE A ROLE MODEL

- Respect distancing and guidelines
- Report symptoms to your supervisor
- Wear your mask as required
- Wash hands regularly
- Read and support all communication
- Disinfect your area and equipment
- Proactively communicate concerns

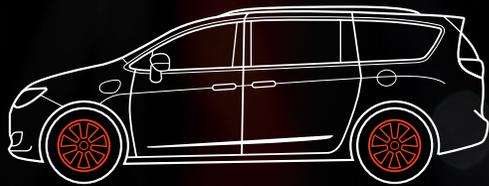
RISK YOUR SAFETY

- Ignore guidelines; they protect you and peers
- Come to the office if feeling ill
- Remove mask unnecessarily
- Touch your face
- Ignore communication
- Touch other people's equipment
- Wait to raise / fix an issue if you see one



Indispensable Part of Automakers' Supply Chains

Aptiv provides the electrical distribution system for **one out of every three to four** vehicles produced today



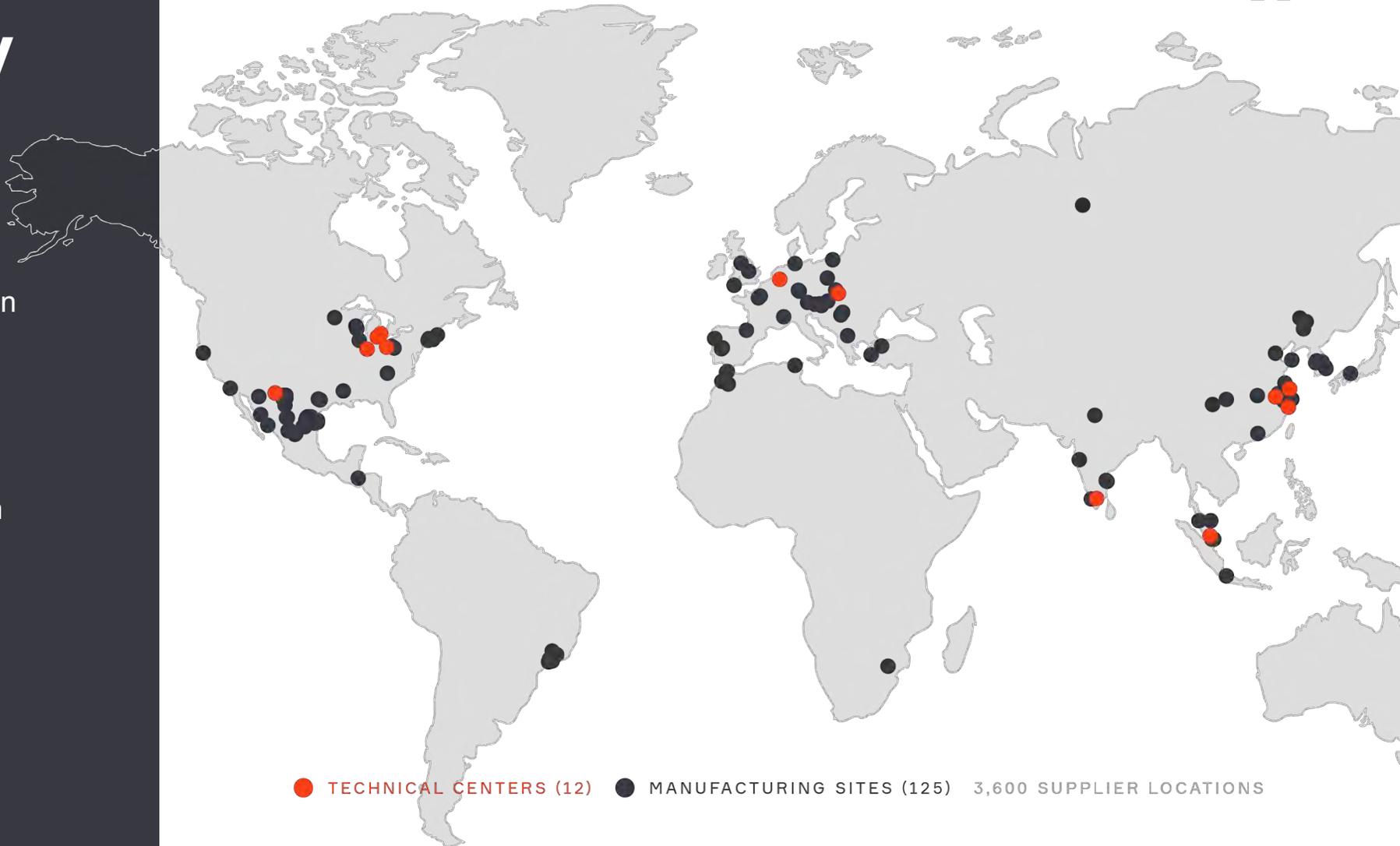
To ensure we can safely restart in line with customer production, we have taken numerous proactive measures

We are continuously evaluating and implementing best practices to ensure we are always operating as safely and efficiently as possible



Global Supply Chain

Every day our plants receive more than **220 million pieces of material** and they produce and ship more than **90 million very complex components**.* While the daily issues we each face may vary, we also face many common challenges. Through collaboration, we accelerate our progress towards recovery. Together, we will come out stronger than ever on the other side.



* Under normal market conditions



We're All in This Together

It is in Aptiv's DNA to manage change proactively, innovate through disruption, and be resilient in the face of challenge. We will continue to monitor this very fluid situation and take meaningful actions in partnership with our key stakeholders, in every region, to protect and deliver for our employees, customers, and shareholders.

Together, we will come out stronger than ever on the other side.

ONE TEAM

• **A P T I V** •