

2020.03.17

Mitsui Chemicals, Inc.

## **Re : Extension of Shiodome HQ employees teleworking period**

Mitsui Chemicals, Inc. (Tokyo: 4183; President & CEO: TANNOWA Tsutomu) now conducts telework in principle for employees working at the Head Office in Shiodome, in order to minimize risks surrounding the novel coronavirus and help prevent its spread. However, taking into account the current situation, the period will be extended as follows.

**1. New Period**      March 23, 2020 (Monday) – March 31, 2020 (Thursday)

### **\*Current Novel Coronavirus Countermeasure**

1. Target	Employees, including temporary workers, at Mitsui Chemicals Head Office in Shiodome (approx. 1,300 people)
2. Period	March 4, 2020 (Wednesday) – March 19, 2020 (Thursday)
3. Response	As a general rule, employees will work via telecommuting.* <sup>1</sup>
4. Other	Separate decisions will be made for employees at other company locations based on the situation going forward.* <sup>2</sup>

\*<sup>1</sup> In cases where work duties require an employee to attend in person, permission to go to Mitsui Chemicals Head Office will be obtained from each Division. However, to prevent office congestion due to such commutes, Mitsui Chemicals will utilize a system of staggered working hours.

Mitsui Chemicals will also continue with its existing countermeasure of generally prohibiting both domestic and overseas business trips.

\*<sup>2</sup> This countermeasure does not apply to other offices and works.

Decisions for our Subsidiaries & Affiliates in Tokyo will be made on a case-by-case basis.