



3/31/2020

Dear Haartz employees,

First of all, the Haartz family extends its best wishes for the health and safety of all employees and their loved ones.

As you may have heard, the Governor of Massachusetts has announced an extension of stay-at-home guidelines until May 4th. This has a direct impact on the operations of Haartz. In addition, the automotive industry across North America is largely shut down at this point, which is also having a severe impact on the business of Haartz.

Over the last few weeks, new legislation has been enacted which provides relief to businesses of our size, as well as to individuals. The goal of the legislation is to maintain the relationship between individuals and companies, and to avoid layoffs. The Haartz management team has taken action to adopt these goals in order to preserve as many jobs as possible, as well as the excellent benefits that the Company offers.

In general, The Families First Coronavirus Response Act (FFCRA) requires most employers with fewer than 500 employees provide employees with up to 80 hours of fully or partially paid sick leave for COVID-19 related reasons. One of those reasons is due to federal, state and local government orders related to COVID-19. The management team has studied these new benefit programs carefully and will be working with as many employees as possible to arrange schedules for work and teleworking over the next few weeks. On days in which work is not arranged, the new "emergency" sick days and unused vacation days will be introduced in order to support pay levels. In some cases where employees are caring for children who have been sent home from school or day care, "emergency" Family Leave can be made available, however the compensation rate is limited.

Finally, the Company is exploring the possibility of utilizing loans from the Small Business Administration which are designed to support continuation of employment. If this process is done properly, a high percentage of the loans could be forgiven, and paid by the Federal government.

By all working together during this crisis, it is sincerely hoped that jobs can be preserved. Your dedication and assistance are sincerely appreciated.

If you have additional questions, please contact your supervisor, manager or HR.

Regards,

A handwritten signature in black ink, appearing to read "Mary Tighe".

Mary Tighe

Vice President, Human Resources

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