



To Our Valued Clients,

Given what has transpired with the Coronavirus in the last few days, we have developed the following guidelines and restrictions for all Microchip employees so that we may strive to achieve as safe a working environment as practicable for all employees with minimal impact to our Operations.

WW Employees:

- All employees will report to work per the statutory rules set by local government officials, notwithstanding the following:
- Any employee who experiences symptoms of the Coronavirus should seek medical attention and not return to work or engage clients until they are cleared by a licensed medical professional. Said employees should work from home if they are healthy enough to do so.
- Any employee who has been subjected to a “**High Risk**” exposure to the Coronavirus will quarantine themselves for a period of 14 days. If there are no symptoms of the Coronavirus after 14 consecutive days, the employee can return to work with others. Said employees should work from home during the quarantine period.
 - o “**High Risk**” exposure includes direct contact with a person who has contracted the Coronavirus. It also includes indirect contact with persons who have been in direct or indirect contact with others who have contracted the Coronavirus.

Hubei (includes Wuhan) Province employees:

- Same as WW employees, plus
- Until further notice, Hubei Province employees should work from home.
- Travel: Until further notice, Hubei Province employees are prohibited from traveling outside of their home Province for business purposes and are highly encouraged not to travel outside of their home Province for personal reasons.

Mainland China employees:

- Same as WW employees, plus ...
- Any employee who has visited the Hubei Province and then returned to their home Province will quarantine themselves for a period of 14 days, starting the day they return to their home Province. If there are no symptoms of the Coronavirus after 14 consecutive days, the employee can return to work with others. Said employees will work from home during the quarantine period.
- Employees working within their home Province should make every effort to engage 3rd party clients and suppliers virtually (phone, email, WEB, etc) and avoid unnecessary contact.
- Travel: Until further notice, Mainland China employees are prohibited from traveling outside of their home Province for business purposes and are highly encouraged not to travel outside of their home Province for personal reasons.

HK SAR, Macau SAR & Taiwan employees:

- Same as WW employees, plus ..
- Any employee who has visited Mainland China, for business or personal reasons, and returned to their home territory will quarantine themselves for a period of 14 days, starting the day they return to their home territory. If there are no symptoms of the Coronavirus after 14 consecutive days the employee can return to work with others. Said employees will work from home during the quarantine period.

- Travel: Until further notice, Hong Kong SAR, Macau SAR and Taiwan employees are prohibited from traveling outside of their territory for business purposes and are highly encouraged not to travel outside of their territory for personal reasons.

Non-Greater China employees:

- Same as WW employees, plus ..
- Any employee who has visited Greater China (China, HK, Macau, Taiwan), for business or personal reasons, and returned to their home country will quarantine themselves for a period of 14 days, starting the day they return to their home country. If there are no symptoms of the Coronavirus after 14 consecutive days, the employee can return to work with others. Said employees will work from home during the quarantine period.
- Travel: Until further notice, Non-Greater China employees are prohibited from traveling to Greater China for business purposes and are highly encouraged not to travel to Greater China for personal reasons.

Prior travel guidance we provided:

1. We are suspending business travel to China, Taiwan and Hong Kong for employees anywhere in the world.
2. We are also asking our Chinese, Taiwanese and Hong Kong resident employees to suspend travel outside their resident country for business purposes.

We appreciate your patience during this time as we strive to ensure that employee safety is not compromised, and our Operations continue to run smoothly.