

Frencken Group Limited

(Formerly known as Precico Group Sdn. Bhd.)



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GST Reg. No.: 002099707904

Dear Colleagues,

14 February 2020

I am sure we have all been following the news closely about the Corona Virus Disease 2019 (COVID-19). Frencken's management and Human Resources (HR) have been working on measures to best manage the situation. Here are the ongoing efforts that are in place to safeguard employees' wellbeing and to manage business impact during this time.

Travel Guidelines

The company is restricting business travel to, through, and from China and Hong Kong until further notice. Any exception will require explicit permission and approval. Other guidelines include:

- A travel and current health status declaration for employees and visitors review process in place.
- Other localized efforts include providing employees with sanitizers, masks, and temperature taking. The HR team has also consistently shared out communication informing employees on basic preventive measures and updates on the outbreak.

Updates on China

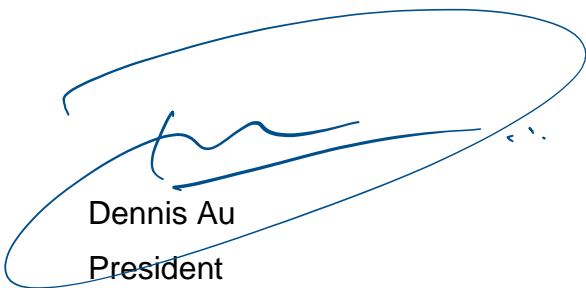
We are strictly adhering to China's government guidelines and all employees are to be provided masks to resume work. There is a challenge in securing masks due to shortages, and we have reached out to our European team. We have now successfully secured the masks. I want to commend the great teamwork display between our China and European teams in resolving this issue so promptly.

Business Impact

Many might be concern about the financial impact that the outbreak has on Frencken. As of now, we don't foresee any customer impact. Our customer teams are collaborating with global teams to ensure there is no disruption.

Your Role

It takes all of us to keep the company healthy and safe. Your role is to follow HR guidelines, adhere to the necessary process and declaration, and practice common sense prevention measures. No amount of process or measures in place can be effective without your cooperation. Let's work toward cultivating a healthy and safe workplace environment. As this is an evolving situation, Management and HR will continue to provide updates and guidelines. All employees' wellbeing is a priority to Frencken, and we want you to feel supported and safe at work. If you are in doubt or have questions, reach out to your supervisor or HR personnel at your local site.



Dennis Au
President



Tan Lay Nee
Group HR