

## ***Re. Galleon Embedded Computing COVID-19 Response***

Oslo, March 19, 2020

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### **Dear Valued Galleon Customer and Supplier,**

The world is going through times of extreme difficulties which my generation has never experienced before. Our families and loved ones are facing real danger which we never even considered in our worst nightmares just weeks ago.

The economy is suffering, and businesses struggle to stay afloat. Galleon is fortunate to not be directly affected by the events thus far. We have an exceptionally strong backlog and we have a prepared and reliable supply chain and most importantly we have very loyal and motivated employees.

Galleon is part of the Defense Industrial Base and highly committed to support our customers in the Critical Infrastructure Sector during these trying times.

Planning and preparing for the challenges to come is our best defense. At Galleon, the health and safety of our employees is our uncompromised goal. Keeping a healthy and fit workforce is the most effective way to secure timely and reliable supply to our customers through these difficult times. Galleon has implemented a number of measures to secure continuity of supply for our customers:

- Cancelled participation at all tradeshow and suspended all domestic and international travel for all employees until further notice.
- All customer visits are on hold. Galleon will conduct customer meetings on Teams and other suitable platforms until further notice.
- To minimize spreading of the virus, all employees are set up to work from home offices and only allowed on company premises if strictly required. Employees are encouraged to minimize social contact and use home delivery of food and supplies to the extent possible.

- Employees showing any symptoms of respiratory disease shall immediately put themselves in quarantine and are not allowed access to company premises.
- Employees are encouraged to avoid public transport. Parking is provided at the office for those who must be present.
- Production facilities are reorganized to allow personnel to maintain a safe distance from each other and work in dedicated areas to avoid possible spreading internally. To secure sufficient workspace, suitable R&D labs are temporarily converted into production space.
- Production personnel are encouraged to work flexible hours, organized in shifts to minimize the number of people present at all times.
- R&D engineers are currently being trained to be able to assist in production if required due to production personnel being on sick leave or in quarantine.
- The situation is monitored very closely. Galleon top management meets twice daily to evaluate the situation and adopt new regulations and take action as required by the situation.

We are fortunate to have an extremely motivated and flexible staff who go the extra mile to secure timely delivery with no compromise on quality.

Sincerely,



Espen Bøch

CEO