



Epidemic and Pandemic Policy

This document is issued to:

1. Establish a standardized process for managing events when Zarlink has been notified that there has been a heightened threat to international health security.
2. Identify and clarify roles and responsibilities within Zarlink at the Corporate and Country levels.
3. Provide a foundation for standard, consistent resources in support of employees.

Policy and Process

Zarlink will follow World Health Organization (WHO) recommendations on all epidemic and pandemic advisories. Zarlink will also validate WHO recommendations and advisories on local country specific web sites (listed in Q&A).

The WHO home page provides a link to "Global Alert and Response" (GAR) under their "Programmes & Projects" web site. The Global Alert and Response site provides a link the Global Outbreak Alert and Response website. Both these sites provide information on "Disease Outbreaks" issued in order to protect public health and reduce opportunities for further international spread of disease. The precautionary measures outlined in this Policy aim to reduce the impact of contagious illnesses/disease and contain the illness/disease while it is still in a relatively early stage. (See Q&A)

Roles and Responsibilities

Human Resources:

- Corporate HR will take the lead globally to provide initial and ongoing communication to employees globally with respect to the Pandemic and Epidemic Alerts issued.
- Corporate HR will keep global employees updated on any situations on the WHO, International Travel & Health website, under "Updates for Travelers" which provide links, on a daily basis, to update disease control and spread and provide WHO recommendations for immunization, travel restrictions and if additional precautionary measures are required. Zarlink will continue to keep employees updated as to the WHO's recommendations as the situation changes.



- Local HR Managers to communicate information and resources that are provided by Zarlink's Employee Assistance Program (EAP) providers in relation to the Pandemic and Epidemic Alerts.
- HR will work and coordinate with Facilities when new alerts are issued and make necessary updates as required to align with the alerts issued.
- HR will communicate with Global Travel Administrator to have disclosure of any employee scheduled to travel to a "hot spot" (guidance from national authorities on travel warnings).

Employee Role:

Employees who choose to visit or travel to any of the restricted travel areas recommended in the World Health Organization (WHO) "Updates for Travellers" (whether for business or pleasure), must spend 10 days in voluntary quarantine upon return to their home. No employee may return to his or her own workplace or visit any Zarlink office around the world until the 10 day voluntary quarantine period is completed. This restriction also applies to customers and other visitors (i.e. suppliers, contractors).

Employees with symptoms must seek medical advice and attention from a licensed physician. He/she must also immediately inform their supervisor, by telephone or email, of the recommendations of their physician according to local sick leave policies.

It is expected that, to the extent possible, employees continue to work from their homes while in quarantine.

Employees who had symptoms of the illness must be cleared by their physicians prior to their return to work.

There are everyday actions people can take to stay healthy. To protect yourself, practice general preventive measures for any illness.

- **Wash your hands often with soap and water**, especially after you cough or sneeze. Alcohol-based hands cleaners are also effective.
- Avoid close contact with people who appear unwell and who have fever and cough.
- Cover your nose and mouth with a tissue when you cough or sneeze. Throw the tissue in the trash after you use it.
- Avoid touching your eyes, nose or mouth. Germs spread that way.
- If you get sick, stay home from work or school and limit contact with others to keep from infecting them.
- Practice good health habits including adequate sleep, eating nutritious food, and keeping physically active.

If there is an ill person at home:

- Try to provide the ill person a separate section in the house. If this is not possible, keep the patient at least 1 meter in distance from others.
- Cover mouth and nose when caring for the ill person. Wash your hands with soap and water thoroughly after each contact with the ill person.
- Try to improve the air flow in the area where the ill person stays. Use doors and windows to take advantage of breezes.
- Keep the environment clean with readily available household cleaning agents.