

April 9, 2020

**Nikken Sekkei Ltd and the Nikken Group of Companies are adapting
our business practices to help prevent spread of COVID-19
Safety and Health in Executing Services**

In the face of the unprecedented recent global spread of COVID 19 infections and conditions not seen before, our global ways of working and society are in a state of change.

Under these pressing circumstances, Nikken Sekkei Ltd and the Nikken Group of Companies are committed to continue to leverage all our knowledge putting into practice our Business Continuity Planning to continue to provide optimal service that is safe, secure and healthy for all. We are determined to put into practice the "EXPERIENCE, INTEGRATED" that is championed by The Nikken Group.

In line with local and national government policies, from March 27, all our staff have been working from home as a general rule, however in response to the recent declaration of the state of emergency issued on April 7, until May 6, we shall be implementing the following work procedures for all staff in the effort to provide seamless service to our clients that is safe and healthy for all concerned.

- All staff shall as a basic rule work from home engaging in a new workstyle.
- On a project-by-project basis, with the agreement of all those related, all external meetings will be shifted from in-person, to video conference meetings or telephone calls.
- If it is unavoidable for business reasons that a face-to-face meeting or supervision stage site inspection is absolutely necessary, with the consent of all parties concerned we will strive to ensure it is conducted with utmost possible consideration for health and wellbeing.

We understand that these measures may cause considerable inconvenience to our clients and those related to our activities, but through clear and thorough communications we shall continue to deliver your projects and we ask for your understanding.

If you have any concerns or anything is unclear, please do not hesitate to contact us.