

**Ref:- HSSE/14/10.2.8-A233/AS (Rev 0)**

**NOTICE TO CLIENT AND BUSINESS PARTNERS ON COVID-19**

Dear Clients / Business Partners,

We refer to the Movement Control Order issued by YAB Prime Minister last night pursuant to the Prevention and Control Infectious Diseases Act 1988 and Police Act 1967.

Pursuant to the Movement Control Order all the offices of the government and private sectors are to be closed save for those who are involved in essential services which were identified as water, electricity, energy, telecommunications, post, transportation, water services, oil, gas, fuel, broadcasting, financial, banking, health, pharmacy, the Fire and Rescue Department, prisons, ports, airports, security, defence, cleaning, retail and food supplies. Based on the above, we have deemed ourselves as non-essential services.

In order to ensure compliance with the Movement Control Order as well as to safeguard the welfare of our employees, we had to make certain decisions which would affect our services and we would like to ask our clients and business partners for their patience and understanding.

We would like to inform you of the following:

**1. Head Office Closure**

Our Head Office will be closed on 18 March 2020 to facilitate cleaning activities as a precautionary measure and will continue to be closed until 31 March 2020.

**2. Head Office Staff**

All our Head Office staff will be working from home from 18 March 2020 to 31 March 2020 ("Period"). During the Period, we will endeavour to manage the impact of the scheduled deliverables as best as we can but, there would be certain limitations in working from home.

**3. Site Staff**

All our site staff will not be present at the site office during the Period. This will also apply to staff that are seconded on a full-time basis to the Client's offices and Client's project offices. However, all the site staff and seconded staff will be contactable via handphone and email during normal working hours as they are deemed to be working from home.

Kindly advise us in writing if you have obtained the Government's dispensation to continue construction so that we can instruct our site staff to return to the site office. Similar written advice is required in respect of staff seconded to the Client's offices and Client's project offices that intend to remain open during the Period.

**4. Meetings & Travelling**

We will also be postponing all face-to-face meetings and travelling during the Period, and all staff are instructed to utilise alternative mode of communications.

Aside from the potential legal ramifications of non-compliance with the Movement Control Order, as responsible corporate citizens, it is our duty to support measures taken by the Government to curb

the spread of the virus. We hope to work together with our clients and business partners to jointly deliver our corporate responsibilities.

In the event you require any clarifications or further information regarding the above, please address the same in writing to our Group CEO, Dato' Ir. B. Nitchiananthan at [nitchi@hss.com.my](mailto:nitchi@hss.com.my).

Kindly note that we intend to update this Notice as we obtain more clarity moving forward.

Thank you.

Date: 17 March 2020