



Tungtex (Holdings) Company Limited

Work Arrangements For Employees In Response To The Coronavirus Outbreak

Description on the work arrangements for the Company's employees during the coronavirus outbreak:

- In the face of the coronavirus outbreak, the Company must emphasise that its employees' health and safety are the primary concern of the Company when making all work arrangements. In addition to a few Hong Kong employees (those who have not returned to Hong Kong before the Chinese New Year) who volunteered to stay in the Group's Zhongshan plant, several Hong Kong managerial staff of the Zhongshan plant volunteered to go to Zhongshan on 7 February and 10 February respectively to prepare for the resumption of the plant's operation. Since 11 February, no Hong Kong employee has been required to report for duty at the Zhongshan plant.
- On 31 January, the Company issued email to its Hong Kong employees, notifying employees of certain departments of the Group that they could work from home and needed not go to the Hong Kong office from 3 February to 7 February, while other employees who are necessary to work in the office could adopt flexible working hours to avoid traffic and crowds.
- Having made reference to the arrangements and relevant guidelines made by the Hong Kong SAR government and the PRC authorities in relation to the management of the coronavirus outbreak and after an internal risk assessment, the Company, on 7 February, issued an internal circular to employees, notifying employees could either work in the Hong Kong office or from home starting from 10 February. The Company is now actively following the relevant requirements of the PRC authorities to prepare for the resumption of normal operation of its Zhongshan plant.
- The Company is now exploring all feasible solutions to maintain operational efficiency of its business while minimizing employees' health risks arising from travelling between Hong Kong and Mainland China, including allowing employees to work from home (now being implemented) and to work remotely through an online platform.

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