

March 26, 2020

Memo

To: All Employees
From: Matt Greene
Subject: Modified Work Hours

The response to the COVID-19 pandemic has affected the global economy and all facets of the aerospace industry. Within the last week, Textron Aviation, Bombardier, Collins Aerospace and Boeing have announced furloughs of thousands of employees, cancelled or delayed shipments and suspended development programs.

To adapt to this greatly reduced shipping demand for our products and the impact to our engineering developments, **all Safe Flight employees will transition to a 32-hour work week schedule, beginning on Monday, March 30th.**

- Those employees who are currently authorized to work remotely will continue to do so based on a 5-day, 32-hour week.
- Employees who are currently on the 4-day, 10-hour work week that began March 17th will now work an 8-hour, 4-day, work week.

With this change, we will return to normal plant operating hours.

There are multiple new state and federal regulations being enacted which will help with companies and employees. As these guidelines become better defined as may benefit us, they will be communicated to all.

It is currently estimated that this plan will extend until the end of May but may be continued so long as conditions dictate.

This reduced work schedule will be continually reviewed as new virus-related, governmental or customer information is received.