

May 8, 2020

## **Extension of Nikken Sekkei Ltd and the Nikken Group of Companies business practices to help prevent the spread of COVID-19 until May 31**

In line with local and national government policies, from March 27, all our staff have been working from home as a general rule. Furthermore, on April 7 the national government declared a State of Emergency to last until May 6, prompting us to implement the below business practices to safeguard the health and safety of our staff, clients and collaborators. However, with the extension of the State of Emergency, we shall be extending these policies until May 31.

- 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.

In the event that new policies are issued by the national or local governments before May 31, after confirming the situation, we will review our response and policies accordingly.

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 if anything is unclear, please do not hesitate to contact us.