



memo

To: HII Corporate Employees
From: Bill Ermatinger, Executive Vice President and Chief Human Resources Officer
Date: March 13, 2020
Subject: Coronavirus Policy Guidelines

Dear Corporate Employees:

Safety has always been our foremost concern at Huntington Ingalls Industries. That remains the case, even as the coronavirus (COVID-19) spreads across the locations where we operate. Just as we would with any other threat, HII is taking proactive steps to ensure the safety of our employees and their families.

The following temporary guidelines are now in place for HII corporate employees:

All corporate employees returning from any international travel are required to self-quarantine for 14 days prior to returning to work. If that travel was related to HII business, then arrangements will be made so you can work from home during that quarantine period. If that is not feasible, you will still continue to be paid throughout the quarantine.

If the travel was for personal reasons, arrangements will be made, when feasible, for you to work from home during quarantine. If that is not possible, you will be required to use dock time or PTO to cover the time away from work.

No visitors should be permitted into corporate offices unless it is necessary. Corporate employees working at facilities other than VASCIC should follow the directions and guidance issued at that facility. Meetings should be held via teleconference, WebEx, WebJoin or other approved forms of communication, rather than gathering in person.

All corporate vendors, suppliers and contractors will receive a letter from NNS Contracts detailing HII's expectations for them and their employees with regard to COVID-19 protocols. Those instructions must be followed if they wish to continue to do business with us.

For the next 30 days, the seven-day waiting period for receiving short-term disability benefits is being waived for all eligible illnesses and injuries as long as the employee submits appropriate medical documents to the Leave Administration Office. This waiver applies not only to employees who contract COVID-19, but to all illnesses and injuries normally covered by the plan.

Management will review opportunities for employees to work from home and will communicate those decisions to employees as the situation evolves.

The spread of COVID-19 continues to be disruptive, but it also requires that we take an abundance of caution to protect employees and their families. Please take care of yourselves and your families, and continue to seek guidance from your immediate supervisor about the coronavirus.

A handwritten signature in black ink, appearing to read 'Bill Ermatinger'.