



memo

To: HII Corporate Employees
From: Bill Ermatinger, Executive Vice President and Chief Human Resources Officer
Date: March 17, 2020
Subject: Updated Guidance on Liberal Leave and Quarantine

Dear HII Corporate Employees:

The senior crisis management team made two decisions today that I want to communicate to you. First, given what is anticipated as an extended impact of the coronavirus (COVID-19), we are extending liberal leave for corporate employees through Tuesday, March 31, to provide them with time to prepare as needed and to arrange plans for family care.

Secondly, if you have been exposed to someone diagnosed with COVID-19, and have been ordered by a local health department or licensed medical professional to quarantine for 14 days, you should provide the company with documentation of this fact. Upon receipt of the documentation, the company will make arrangements for you to work from home if possible. If working from home is not possible, the company will pay you for the period of quarantine. If you are not ordered by the health department or a medical professional to be quarantined, but you wish to self-quarantine for 14-days, you may work from home with approval of management, take liberal leave, dock time or take PTO.

As a reminder, please continue to check Homeport, <http://www.hii-homeport.com/>, and HII's external site, <https://www.huntingtoningalls.com/>, for updates. Thank you for all of your support in these difficult times.

A handwritten signature in black ink that reads 'Bill Ermatinger'.