



NEW LEAF PAPER®

COVID-19 Response

At New Leaf Paper, the health and safety of our employees, communities, customers, and suppliers is our number one priority. We have implemented several measures to help protect our stakeholders, maintain our operations, serve our customers, and contain the spread of COVID-19. We are committed to delivering on our promise to customers and are working diligently to provide the products and services they need during this unprecedented situation.

Our leadership team is coordinating our response and ongoing business plans. We have planned for contingency scenarios of increasing severity and are taking decisive, informed action to limit the spread of COVID-19 while ensuring the continuity of our business. Our internal safety protocols are based on direction from health organizations, such as the CDC, as well as local governments and internal best practices.

We have taken numerous actions to maintain our business operations and ensure the safety of our employees:

- Suspended all non-essential travel
- Implemented flexible work options, including remote working, for employees, where feasible
- Expanded Infrastructure to enable working remotely and holding virtual meetings
- Restricted visitors to New Leaf Paper facilities
- Trained employees in enhanced cleaning and disinfecting protocols
- Provided supplemental personal protective equipment at each of our facilities
- Implemented safe operating procedures such as temperature scanning, use of masks, and social distancing

We are incredibly proud of our New Leaf Paper colleagues who continue to live out our core values of Safety, Excellence, and Respect during these challenging and rapidly changing times.

September 2020