



MUTUAL TRADING CO., INC.

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July 31, 2020

Dear Valued Customers and Business Partners,

During the current COVID-19 outbreak, Mutual Trading Co., Inc. and the Mutual Group have implemented multiple preventative measures to place the health and safety of our employees and customers our top priority. We have been committed to keeping our stakeholders up to date on our risk mitigation efforts and transparent on any potential health risks that might arise.

Accordingly, we are notifying you on a situation we learned yesterday at the Los Angeles facility:

an employee has been confirmed positive for COVID-19 without symptoms.

Out of an abundance of caution, Mutual has immediately executed our Positive COVID-19 Diagnosis Response Procedure and has taken the necessary steps including:

- having the affected individual refraining from returning to work until 10 days have passed since the date of the first positive test result.
- assessed the risk factors of the workforce, customers, and business partners, and have confirmed that, while performing his work duties, there were no close contacts by this staff member.
- confirmed that more than 7 days have passed since the employee last used our facility. According to the CDC's Guidance for Cleaning and Disinfecting, no additional cleaning and disinfection was required, however, we continue with stringent cleaning and disinfecting regimen.
- promptly reported this incident to the local health department.

We understand that this current incident may bring you added concern. Please be reassured that, from our assessment and investigation, we believe that no one at your workplace has come in close contact with our affected employee.

This case is serving as a serious reminder towards our corporate commitment to safeguard the health and safety of our stakeholders, to continue diligent practices on preventative measures, and to shoulder the duties in society to help reduce the spread of the virus.

Should you have any questions or concerns regarding this case, please do not hesitate to contact your Mutual Trading representative.

Respectfully yours, with wishes for your health and safety,

Masatoshi Ohata,
President & CEO