

Mercury Systems Coronavirus FAQ

Last update: October 15, 2020

Mercury's leadership is closely monitoring this fluid situation to ensure we act decisively, rather than impulsively, with the goal of protecting the health and safety of all team members. Please continue to use the dedicated [Coronavirus SharePoint](#) site for all Mercury-related updates. If you don't have access to the VPN or 1M, you can access all updates at <https://www.mrcy.com/coronavirus-information> (user ID: mercury; password: CVupdate).

We have established the following four goals to guide our decision making and response strategy:

- Protect the health, safety and livelihoods of our employees
- Mitigate or reduce the operational and financial risks to the business
- Continue to deliver on our commitments to customers and shareholders
- Continue the mission-critical work we all do every day to support the ongoing security of our nation, our brave men and women in uniform, and the communities in which we all live

We appreciate everyone's continued support and encourage you to be especially vigilant about the following preventive measures:

- Frequent hand washing
- Regular use of hand sanitizer
- Refraining from handshaking
- Attention to respiratory hygiene, including cough etiquette – into elbow, not hands
- Maintaining a clean and uncluttered workspace and desk

As a reminder, if you receive an Everbridge message from Mercury it is critical that you respond promptly to indicate that you have received the message. You may receive the message as an email, text or phone call, and in some cases all three. You only need to respond to one. Your response helps our emergency teams and management make quick decisions and plan for the safety and security of our company. Ultimately, it also assures us that you are safe, which is our top priority.

Going forward, please make sure you take your work laptops and any other necessary devices home with you each night in the event you need to unexpectedly work remotely.

If you have additional questions related to the Coronavirus, please reach out to Justin Cook at CoronavirusQuestions@mrcy.com. Once answered, we will include your question in this resource.

Table of Contents

Latest updates	3
Health and Wellness	4
Do's and Don'ts	4
COVID-19 Safety Compliance Policy	4
Symptoms, self-quarantine	5
Social distancing	7
Sick-leave, medical coverage, EAP	7
Telemedicine	9
Mercury facility protocols	10
Employee COVID-19 Relief Fund	15
Working Remotely	17
IT-Related Topics	21
Travel Restrictions	23
Event Restrictions	23
External Events	23
Internal Events	23
Business updates	24

Latest updates

- [Buoy COVID-19 Daily Symptom Checker \(page 4\)](#)
- [Onsite Temperature Testing Kiosks \(page 5\)](#)
- [CVS Drive-Thru COVID-19 Testing \(page 5\)](#)
- [COVID-19 Medical Updates and Insights with Dr. David Zieg, Mercury's Chief Medical Advisor \(page 7\)](#)
- [Aptiv Fitness App \(page 16\)](#)

Health and Wellness

Do's and Don'ts

Our best weapon to fight the virus remains **YOU** and what **YOU** do to follow social distancing requirements.

DON'T

- Shake hands or hug as a matter of greeting
- Visit crowded or public places
- Gather in groups
- Let children have playdates or sleepovers
- Have visitors or workers in your home
- Have gatherings, such as at friend's houses, parks, stores, or any other public place
- Travel unless essential

DO

- Limit contact as much as possible
- Stay six feet away from others not in your household
- Practice proper hygiene:
 - Wash hands w/ soap and water for 20 sec or alcohol-based hand sanitizer
 - Cough or sneeze into a tissue or your elbow
 - Avoid touching your eyes, nose, and mouth with unwashed hands
 - Clean and disinfect frequently touched objects and surfaces
- Ensure children limit time with older or high-risk adults such as grandparents and neighbors
- Carefully consider who is best qualified to provide child care
- Limit your children's contact with other people if caregiver is older or high-risk adult
- Limit visits with older family members
- Make sure children follow these guidelines
- Consider drive-through take out
- Exercise and stay active

COVID-19 Safety Compliance Policy

The [COVID-19 Safety Compliance Policy](#) includes details about the new virus testing required at certain sites and related team member accountabilities. We encourage you to read the policy carefully as compliance with it will be strictly enforced given its importance. The policy also includes details on other [mandatory requirements](#) to ensure employee health and safety at our sites, including the following, which together signify Mercury's robust commitment to COVID-19 prevention.

- **Social Distancing and Hygiene:** It is important that we continue to maintain these practices on our sites and the policy reinforces team member expectations around social distancing and hygiene.

- **Mask Usage:** Team members are required to wear masks as described in the policy at all times while on Mercury sites. Please note that certain masks will no longer be permitted on-site (bandanas or balaclava masks) and face shields and K95 (or similar) masks are now being made available at certain sites.
- **Buoy COVID-19 Symptom Checker:** All onsite Mercury team members are required to complete a daily COVID-19 symptom checklist before starting their scheduled work shift. Mercury is partnering with **Buoy Health** to provide the digital app **Back with Care** to ensure the safest work environment possible. The health screening is quick, easy and secure. Buoy's AI health assistant will walk you through a series of questions to determine if you meet the requirements for in-person work. Upon completing the questionnaire, you will be given a **blue pass** indicating you are eligible for in-person work or a **red pass** indicating you are not eligible for in-person work. If you receive a red pass, we ask that you do not show up for your scheduled on-site work shift and that you notify your manager. You will also be required to get a COVID-19 test using the CVS drive-thru service through [Mercury's employee COVID-19 testing program](#).
- **Onsite Temperature Testing Kiosks:** All team members and visitors are required to check their temperature before entering a Mercury site using a temperature check kiosk. These new, technology-driven solutions protect the health and safety of all team members while helping to streamline the check-in process at Mercury sites. The kiosks are automated, touchless thermal scanners that quickly and safely take your temperature via a rapid scan of your face and forehead. They use advanced technology to detect when you approach the kiosk and within 1 to 2 seconds will read out your temperature, alerting you if you have a fever. Check out the [Temperature Testing Kiosk Guide](#) for more information and to watch a short video about how the kiosks operate.
- **COVID-19 Virus Testing:** In addition to the existing and evolving practices described above, team members will be required to submit to virus testing on a frequency (e.g., weekly) determined by site leadership and communicated to team members where testing is being administered. The policy also includes additional details on how tests will be conducted.
- **CVS Drive-Thru COVID-19 Testing:** Mercury has partnered with CVS Health to augment the onsite testing protocol with a drive-thru testing option for the following business purposes: (1) team members who received an inconclusive test result from onsite COVID-19 testing; (2) before or after approved business travel, based on the duration of the trip and mode of transportation, and (3) to confirm whether self-reported symptoms are due to COVID-19. Team members will receive additional information about how to access their results when registering for and completing a test. CVS will email team members a link to their test results once they are ready. [Click here](#) to learn more about CVS drive-thru testing, including how to request this testing option. Note: This testing is strictly for approved business purposes only and available only for Mercury team members.

[Symptoms, self-quarantine](#)

If an employee who is working from home is sick, do we leave it up to them to self-diagnose

themselves or do we have a policy that sickness must be ruled out via a COVID-19 test.

Regardless of whether you're working from home or not, if you are not feeling well you should call your primary care physician immediately. Some team members have used this service and had success if they are unable to see their doctor. If you are sick, please also let your Human Resource Business Partner know, as we are trying to track who is self-isolating and who is self-quarantining, for everyone's safety. Lastly, please do not come to work at a Mercury site if you are not feeling well.

Who do I contact for medical care if a member of my family is experiencing COVID-19 symptoms?

While Mercury cannot provide you with medical advice, the U.S. Centers for Disease Control and Prevention (CDC) recommends that those exhibiting symptoms first consult with their primary care physician over the phone. It is important that you first discuss your situation remotely to limit exposure in the event you have contracted COVID-19. If you do not have a primary care physician, you can contact a telehealth provider (e.g., AmWell or MDLive under the U.S. medical program). We are aware that in certain circumstances, you may be redirected to your local health department until testing becomes more widely available. [Click here](#) for a list of COVID-19-related resources by U.S. state. International team members should follow a similar approach based on the resources available in their area.

If I have a cough or fever what should I do?

If you have a cough or fever, please remain home and speak with your primary care physician. Please do not return to the office until you have discussed the appropriate timing with your Human Resources Business Partner. This is an overall good practice during the flu season and is more important now than ever. If you come onto a Mercury site with a cough or fever, you will be sent home for your protection and that of all team members. Similarly, if you are not feeling well, remember to bring your laptop home with you in case you are asked to stay home for a longer period of time.

If I think a family member or I have been exposed to the Coronavirus, what should I do?

We would ask anyone that believes they have been exposed to please stay home for the quarantine time recommended by the CDC. Please also reach out to your manager and Human Resources Business Partner for full transparency and guidance.

If I suspect a colleague is ill, what should I do?

Please let your [Human Resource Business Partner](#) know if you have concerns about a team member being sick and they will provide appropriate guidance. You can also call the [anonymous Mercury Hotline](#). Coronavirus symptoms include a fever, cough, shortness of breath or trouble breathing. We are asking that colleagues refrain from confronting team members themselves about illness, as this may be a sensitive topic to discuss.

Can you clarify when Mercury advises/requests a self-quarantine?

Quarantines are meant to restrict the movement of people who may have been exposed to the Coronavirus but haven't tested positive. The Centers for Disease Control and Prevention (CDC) recommends 14 days to see whether flu-like symptoms develop. Mercury advises self-quarantine:

- If you have traveled outside the U.S.;
- If you have been exposed to someone with the virus; or
- If you are experiencing symptoms (e.g., fever, cough).

What is suggested business etiquette related to the Coronavirus?

Guidance on business etiquette is subject to interpretation but generally, we'd suggest that you refrain from shaking hands with team members, customers and/or suppliers until the foreseeable future. You

should also increase your use of hand sanitizer/handwashing after visiting common office spaces.

Social distancing

Now that I'm working from home, where can I find guidance on "social distancing"?

Social distancing, which is being advised by healthcare professionals globally, helps stop or slow the spread of a contagious virus or disease. The objective is to reduce "population density" as well as contact between individuals carrying the infection, and those who are not infected, to minimize transmission of the infection. [Click here](#) for articles that provide guidance and tips on social distancing.

What are reputable agencies such as the Centers for Disease and Prevention (CDC) recommending related to social distancing?

The CDC continues to provide helpful resources as it relates to the Coronavirus, including how to keep our families and homes safe during this time. [Click here](#) for some of these resources, including how to keep your home and community safe, as well as tips related to social distancing.

For more information, attend a COVID-19 Medical Updates and Insights with Dr. David Zieg, Mercury's Chief Medical Advisor.

As we navigate the COVID-19 pandemic, we remain focused on our primary goal to protect the safety and livelihoods of one another by making decisions that are measured and guided by data. With this in mind, we are working with Dr. David Zieg, our contract Chief Medical Advisor, to make health and safety decisions based on scientific data and leading practices by many organizations across multiple industries. Dr. Zieg will be offering regular webinars on the latest scientific updates and safe practices, vaccines and treatments, and the important role of personal resilience. He will also share useful tips for staying safe and healthy and answer any questions you may have. Keep an eye our invites to these webinars.

Sick-leave, medical coverage, EAP

What process and documentation will be required to return to work or to access a Mercury location in connection with COVID-19?

Yes, [click here](#) to find more details about the process and documentation required. If you have any questions, please reach out to your [Human Resources Business Partner](#).

Does Mercury have a sick-leave policy related to the Coronavirus?

A policy for U.S. team members can be found [here](#). The policy addresses additionally available leave in connection with certain Coronavirus-related situations, including self-quarantines, Mercury office closures and school closures. We have since extended this sick leave by 40 hours, which brings the total to 120 hours of COVID-19 related sick time. This is more than what most companies are offering and it's consistent with the cornerstone of our culture and values, which include helping and caring for our team members. If you have any questions, please reach out to [Joseph Manicki](#). Team members outside the U.S. are covered by statutorily required leaves under local law. Global team members should consult with their local Human Resources Business Partner if they have questions about leave available in connection with the Coronavirus.

What if I am worried that I am at high risk for contracting the Coronavirus?

Our COVID 19 sick leave policy covers those team members whose doctors have told them to self-isolate because they are in a high-risk category. The CDC provides a “Self-Checker” tool that you can use to evaluate yourself. If you feel like you are high risk, we encourage you to speak with your doctor or use the telemedicine options available through Cigna. You can also reach out to your [Human Resource Business Partner](#).

What if I’m quarantined due to travel or because a family member is sick, but I’m out of vacation time?

We will work with you to determine how to handle your work hours based on your individual circumstances. This will be handled under the sick policy (link above) as a Coronavirus-related situation.

If I need to be tested for the Coronavirus, and I’m covered under Mercury’s medical plan, will I incur a large expense for the test?

Currently, testing for the Coronavirus is available through the U.S. Centers for Disease Control and Prevention at no cost. Testing is expected to expand as more commercial testing becomes available. Cigna has committed to covering the [medical test](#) for the Coronavirus similar to a preventive benefit, thereby waiving co-pays, coinsurance or deductibles. Accordingly, members covered under Mercury’s U.S. medical plan will not pay any costs associated with the medical test for Coronavirus. For team members outside the U.S., testing is being covered through the applicable country’s national healthcare system.

New COVID-19 Testing Site Locator from Cigna

If you are experiencing COVID-19 symptoms, call your health care provider or local health department to understand whether you need testing and where to go for testing if appropriate. Cigna has launched a [testing site locator](#), which can provide additional assistance. Testing center information changes frequently, so before going to any location, please call the testing site for the most up-to-date information about availability and criteria for testing. [Click here](#) for more information on how to navigate [Cigna’s Coronavirus Resource Center](#).

What benefit plan considerations currently exist related to COVID-19?

We have created [a list of key U.S. benefit plan considerations](#) related to the rapidly evolving COVID-19 situation. While not exhaustive, this list is intended to provide covered employees with a high-level summary of certain recent developments under the plans associated with COVID-19. Non-U.S. team members are primarily provided with health benefits through government programs and should consult with local resources on how to access care. Benefit plan questions can be directed to the Total Rewards Team by submitting a ticket through MAE on the [Mercury Employee Resource Center](#).

If I am diagnosed with the Coronavirus, how do I request sick leave in ADP?

Please refer to [these instructions](#) for guidance in submitting a COVID-19 sick leave request.

How do I approve my employee’s sick leave request related to the Coronavirus in ADP?

Managers will approve employee requests for COVID-19 Sick Leave consistent with the current process for approving vacation, sick, and flex time-off requests. Please refer to [this document](#) for further guidance.

What is the standard requirement for anyone absent or sent home based on symptomatic precaution, confirmed by a medical provider to have NOT contracted the Coronavirus, to be cleared for re-entry to a Mercury facility?

We are working on a re-entry protocol and will be communicating to employees as soon as possible. Remember that if you become symptomatic, you should notify your manager and your HR business partner immediately and initiate self-quarantine procedures, even if you are working from home.

Does the company provide team members with counseling or other support to help us navigate the impact the Coronavirus is having on our families?

Yes. During this challenging time, our Employee Assistance Program (EAP) provides no-cost, confidential support to employees and those living in their household that may be helpful. Among other things, the EAP provides employees and their household members with 1) up to three counseling sessions with a licensed network provider; 2) support for childcare, senior care and even pet care, and; 3) certain legal consultation. Employees can find additional information about the EAP [here](#), including a summary of the EAP support available.

To further support team members' well-being, Mercury is excited to announce a new partnership with Headspace, a mindfulness and meditation website and app.

All team members now have access to a no-cost subscription to [Headspace](#), which is an engaging and modern solution to help combat stress and anxiety, as well as improve sleep, focus, fitness and more. It offers resources for everyone, from [meditation for beginners](#) to [stress relief](#) to [how to sleep better](#) and [mindful cooking](#). Related to COVID-19, Headspace features meditations, as well as sleep and movement exercises, that can provide support in times of crisis. [Click here](#) for how to activate your free subscription.

Does Cigna offer home delivery for certain maintenance medications?

Yes. Cigna offers home delivery services for certain maintenance medications including allergies, diabetes, anxiety, asthma and many more. [Cigna Home Delivery Pharmacy](#) also offers a 90 day supply of certain medications at the cost of a 60 day supply. More information on the program, including submitting prescriptions for fill or refill, can be found on the Benefits tab located on the Mercury Employee Resources Center or by [clicking here](#).

Can team members make a change to their Dependent Care Flexible Spending Account in response to COVID-19?

Yes, anytime an employee experiences material changes in dependent care cost, they are able to increase or decrease their Dependent Care Flexible Spending Account contributions by completing a Qualified Life Event in ADP. Because COVID-19 has brought all childcare activities to a halt, this meets the definition of a qualified life event and allows team members to lower their deductions for the remainder of the year.

How do I update my personal and/or emergency contact information in ADP?

Great question. All Mercury team members should make sure their emergency contact and personal contact information is up to date in ADP. To do so, click on the ADP tile on the [Mercury Employee Resource Center](#) and follow these [instructions](#).

[Telemedicine](#)

Does Mercury offer telemedicine options that allow me to access care remotely for minor, non-life-threatening conditions?

U.S. team members and their families who are covered under a Mercury medical plan have two

telemedicine options available through Cigna: AmWell and MDLive. [This flier](#) describes the types of minor, non-life-threatening care you can receive through telemedicine, as an alternative to an urgent care center, from the convenience of your home, office or on the go. Consultations are available via video chat or phone call and are a cost-effective alternative to in-person care. Last week, Human Resources was able to encourage Cigna to waive the copay for telemedicine services related to COVID-19. This gives our team members access to healthcare providers without putting themselves or our doctors and nurses at risk by having to visit a healthcare facility.

U.S. employees who do not have medical coverage through Mercury can still access AmWell or MDLive by downloading their apps. However, the Cigna negotiated rates above will not apply. International team members are encouraged to explore the app store on their smart phones for telemedicine alternatives that may be available to them locally.

[Mercury facility protocols](#)

Does Mercury have a policy in place regarding the use of facemask on-site?

Yes, in late May we initiated a mandatory on-site mask policy for all team members, customers, vendors and all other visitors to Mercury sites. Click here to review our [COVID-19 Safety Compliance Policy](#), which includes our mask policy and [here](#) to read an FAQ on the policy. In accordance with this new policy, all on-site team members will be required to wear a mask immediately upon entering a Mercury site. Mercury will provide all on-site team members with these masks upon entry. Personal cloth masks are also allowed but team members are encouraged to use Mercury-provided masks, which should not be worn off-site. All masks should fit snugly and comfortably against the face, be secured with ties, ear loops or the equivalent, and allow for breathing without restrictions. Mask usage is not intended to be a substitute for other preventative measures, such as frequent hand washing, social distancing, avoiding touching your eyes, nose and mouth, and staying home when you're feeling sick. If you have any questions, please reach out to [Justin Cook](#) or your [Human Resource Business Partner](#) if you have any questions.

What is the guidance on wearing facemasks when outside our homes?

While the CDC recommends wearing "cloth face coverings" in public settings where social and physical distancing is difficult to maintain, this is not a substitute for other preventative measures. We strongly recommend that all team members working from home use a facemask when outside their home, such as visiting the supermarket or post office. [Click here for additional guidance](#) on facemasks, including how to properly wear and care for them.

What temperature scanning protocols are being initiated at Mercury sites?

As an added measure to protect the health of our team members, we have begun temperature scanning at all our sites, both in the U.S. and internationally. While we realize that this may create an inconvenience for those of you working at these sites, our ultimate goal is to protect the health, safety and livelihoods of you and your families. [Click here](#) to review our COVID-19 Safety Compliance Policy, which includes our temperature testing policy and protocols.

Why are Mercury sites staying open despite recent "stay at home" and "shelter in place" orders?

As outlined by the Cybersecurity and Infrastructure Security Agency (CISA), Mercury is considered a critical infrastructure provider and is thus excluded from the orders that have been issued to date for our locations. In recognition of the important mission-critical role Mercury plays within the aerospace

and defense industry, senior leadership has determined that all our U.S. sites will remain open. U.S. residents who work in these critical infrastructure sectors have been asked to continue their work because of their importance to the health and safety of our nation. Mercury will follow this protocol going forward for all our sites that are located in states or municipalities where residents are asked to shelter in place. These decisions are based on the guidance of U.S. and state governments, as well as the Centers for Disease and Prevention (CDC). While the Coronavirus has been disruptive to people's daily lives and safety, it has not changed our nation's defense priorities, nor the needs of our customers. We need to do everything we can to continue our production and supply chain while ensuring business continuity.

What should I do if I work at a Mercury site in a U.S. state that has issued a “stay at home” or “shelter in place” order?

Earlier this week, and in recognition of the important mission-critical role Mercury plays within the aerospace and defense industry, senior leadership confirmed that all our U.S. sites will remain open. [Click here](#) to access employee letters for the states that have issued these orders to date. These letters have been signed by Chris Cambria, Executive Vice President, General Counsel and Secretary, or our outside legal counsel, and confirm that Mercury and its team members are exempt from these executive orders. **Please print the document for your state/site and keep it on hand as proof of permission to travel to and from work within your state for this purpose.**

What should I do if I live in or travel through a city or county that has issued a “stay at home” or “shelter in place” order, or if my state issued an order but is not listed in the Sites Resources section of the Coronavirus site?

Please contact your manager or Human Resources Business Partner to request an employee letter that can be used throughout the United States. [Click here](#) to view a PDF of this letter.

What will happen if there's a confirmed case of Coronavirus at a Mercury site?

The health and safety of every team member is our highest priority. If there is a confirmed case of Coronavirus in any of our Mercury sites all team members across the company will receive a 1M email to alert them. Team members in the impacted site will also receive an emergency message from Everbridge. Site leaders have specific protocols that they will follow depending on the situation and based on guidance provided by the Centers for Disease and Prevention, to ensure the wellbeing of all Mercury team members.

How will Mercury communicate to employees if a facility closes?

If a Mercury site/facility needs to be closed, all impacted team members will receive an Everbridge notification, followed by a 1M message that will be sent to all team members across the company. Local site leaders will be briefed and be available to provide additional updates to impacted team members. In turn, when it is determined that a closed Mercury site/facility can reopen, impacted team members will receive an Everbridge notification and a 1M message will be sent to all team members across the company.

What precautions should I take if I'm still working from a Mercury site?

As authorities continue to emphasize the importance of social distancing, we are reducing the number of tables and chairs in cafeterias and lunch rooms throughout the company. If you are working at a Mercury site this week, please consider eating at your desk or at least six feet away from others if you eat in a common area like a lunchroom. Thank you for your ongoing efforts to keep yourself and your colleagues safe.

What additional cleaning efforts are in effect at our sites to ensure the safety of team members?

Mercury has put new, more intensive cleaning processes in place as a result of safety measures related to the Coronavirus. This includes different levels of cleaning (see below) for prevention all the way up to efforts to decontaminate so that sites and cleaning crews are fully prepared.

Level 1:

Our new standard for preventative cleaning

Facilities or Janitorial cleans:

- High touch surfaces
- Workstations
- Cafeterias/Breakrooms
- Lobby
- Conference Rooms
- Elevators/Stair Handrails
- Employee common spaces

How often:

- Daily
- Upon request by HR/Facilities
- After conference room use

Cleaning protocols:

- Follow proper instructions on disinfectant use
- Do not reuse wipes to wipe down multiple surfaces
- Do not dry a surface after disinfecting, as chemical contact time is important
- Use chemicals on approved EPA list for viruses

Level 2:

Reactive cleaning after someone sick is sent home

Facilities or Janitorial:

- Gathers all paper documents and stack them in a pile
- Dons gloves and safety glasses
- Cleans all items on the workstation both personal and for business
- Cleans horizontal surfaces and chairs

How often:

- When requested by HR and or site leadership

Cleaning protocols:

- Follow proper instructions on disinfectant use
- Do not reuse wipes to wipe down multiple surfaces
- Do not dry a surface after disinfecting, as chemical contact time is important
- Use chemicals on approved EPA list for viruses

Level 3:

This level is reserved for if a full site shutdown and decontamination is needed. Mercury has contracts in place at all our sites to execute these efforts.

What can I do to support the new cleaning protocols at our Mercury sites?

If you are currently working at a Mercury site, please keep your desktops and workbenches clear of papers and personal items. This will help our cleaning crews clean all surfaces correctly, particularly

when disinfectant cleaning is needed. Thank you for making these actions a priority as cleaning your own personal work areas will ultimately ensure the safety of all onsite workers.

Will the cafés remain open in those facilities that have them?

For Andover we are providing a limited menu during the period the work-from-home policy is in effect. Local food delivery options are available for Hudson employees.

All on-site gyms and locker use are suspended until further notice.

While we understand that this may inconvenience those of you who frequent our on-site facilities, we feel that suspending the use of our gyms and lockers at this time is in the best interest of all team members.

We have suspended external meal delivery to all Mercury sites.

This decision was made to limit the number of visitors entering Mercury sites. This includes outside food orders placed by team members. For those of you who work at sites that have an on-site café, precautions are being made to ensure the health and safety of food items that are being served.

What are Mercury's guidelines for foreign visitors as it relates to the Coronavirus?

For the foreseeable future, please cancel all visits by foreign visitors to any Mercury site. These efforts are to protect the health and well-being of our team members and families, as well as that of any visitors to Mercury.

What is Mercury's policy on domestic visitors/customers visiting sites?

Visitors to any Mercury site are to be restricted and subject to approval on a case-by-case basis by business unit, VP, General Manager or Global/Corporate Function Leader. Visitors who are approved will need to answer a few questions upon arrival and before entering a site. [Click here](#) for the questionnaire for our Massachusetts, Arizona and Florida sites and [here](#) for the questionnaire for all other Mercury locations. Please use alternate means (e.g. Skype) to connect with visitors/customers until further notice.

Should we still invite customers and/or suppliers to our offices?

Please cancel all nonessential or non-urgent visits by customers or suppliers, especially to any manufacturing sites. Visits to other non-manufacturing sites (i.e. sales offices) are subject to approval by business unit, VP, General Manager or heads of functions.

I have projects in my building that involve construction and/or new equipment installation. Do I need to postpone or cancel my projects because outside contractors are performing this work?

For the safety of all team members, each project should be evaluated on a case-by-case basis. The Facilities team will review all construction projects and ensure that any contractors working on site are located in defined areas of the building. Whenever possible, contractors will use designated restrooms and alternate entrances. As always, employees should not walk into active construction areas. For equipment installations that are not being managed by Facilities, please follow the protocols listed above and work closely with your Facility Security Officer (FSO) and local Facilities team members.

As we take measures to protect our facilities from the threat of COVID-19, have we considered changing our shipping/receiving practices to minimize the risk of exposure of received goods?

According to the World Health Organization (WHO) and the Centers for Disease Prevention (CDC) the risk of exposure to COVID-19 from packaged materials is relatively low. Items such as cardboard boxes

are low risk. Packages that arrive from impacted areas from Italy, China and South Korea are also considered low-risk, but we still encourage good personal hygiene. If you handle packages you should wash your hands afterward and wipe down your workstations. We'll continue to monitor this guidance in case it changes.

Employee COVID-19 Relief Fund

What is Mercury doing to support team members who are most in need?

We have established the **Mercury Employee COVID-19 Relief Fund**, which will provide up to **\$1 million** to support team members and their families. The funds will be used to help alleviate some of the financial burdens on team members to ensure the purchase of all adequate basic necessities. The fund will be allocated to eligible team members as follows:

- **Immediate Relief Payment:** All hourly team members who are required to perform work at a Mercury location as part of the company's Work From Home Program will receive a special, one-time, relief payment in the amount of \$250 (after taxes) in their regular March 19 paycheck. The relief payment is intended to provide eligible team members with funds to help balance the challenges of continuing to report to a Mercury site during the Coronavirus outbreak.
- **Manager Discretionary Relief Fund:** Mercury has allocated additional discretionary funds to support team members who are struggling with financial challenges due to the Coronavirus. Eligibility for these relief funds has been expanded to include all team members and contractors based on need, and team members with a continuing need can now make more than one request from the fund. Team members are no longer required to fill out a request form. Instead, managers will now submit a form on behalf of their team members in their discretion. If you are a manager, [click here](#) for more information on making a request from the fund on a team member's behalf.

If relief funds are requested, when will they be paid and will it be included in a paycheck or as a separate payment?

We are running a weekly payroll for the relief fund payments. The payment cutoff for this week is Monday morning, to be paid by the end of the week. Any forms that were submitted later than Monday morning will be processed the following week in a separate payroll. For contractors this process is different. We have to make those payments to the agencies, rather than issues direct payments, so there may be a bit of a delay because we have to work with their payroll schedule. As we receive request forms, we will make sure those contractors are aware of the timing with their agencies.

I have a direct report whose wife is a nurse and they have kids. Can the relief fund be used if their shifts overlap and they need childcare for a few hours each day?

Yes, if someone fits the criteria to receive relief funds, they are eligible for financial support. We are not designating what team members use the funds for, we are only designating the amount each person receives. This support will hopefully provide relief to families for whatever there need may be.

Are hourly team members who are on medical leave eligible for support from the relief fund?

Because team members who are on medical leave are not on site they are not eligible for the \$250 one time support payment. They are eligible for financial support from the relief fund as is deemed appropriate by their managers. If you have direct reports who are currently on medical leave, please reach out to them to discuss the relief fund and the support options available.

Are new hire hourly team members who start next week eligible to submit for financial support from the relief fund?

Yes, if these new hires come into work at a Mercury facility they will be eligible for support from the

relief fund as they are Mercury team members.

We have hourly contractors in our manufacturing area. Are they eligible for assistance from the Relief Fund if needed?

Yes, provided they are contracted through an agency, contractors are eligible for assistance from our Relief Fund. The process for managers to submit is the same as for Mercury team members, however, payment will be processed through the contractor's agency as that's who pays the taxes on their salary. There may a difference in the payment schedule from Mercury's for contractors depending on the timing of agency payrolls.

Working Remotely

When will Mercury's mandatory Work From Home Program end?

While there is increasing pressure on businesses and state governments to reopen economic activity, Mercury is in a fortunate position. Because our business is doing well, we have the ability to keep our safeguards in place and continue social distancing in alignment with guidance from epidemiology experts. While our return to the workplace will likely differ from what other companies and your local communities may be doing, the overall health and wellbeing of all Mercury team members will guide these decisions. We will not return to the way things were done in the past but rather move forward to the "next" way of doing business. We are calling this opportunity to reimagine how Mercury works in the future "NEXT Hg" — "Hg" being the chemical symbol for mercury.

Our Return to Workplace task force, led by Ian Dunn, has created a plan for NEXT Hg that includes the five phases of our Return to Workplace initiative: Shelter, Adapt, Bridge, Flex and Accelerate. We are currently in the Adapt phase, which was added recently to align with our current status. Going forward, it is also important to note that each site's timeline will be different and the phasing will be in the best interest of the collective safety and livelihood of all Mercury team members.

Our new partnership with Care@Work will provide all team members with access to one of the largest online caregiving networks in the world.

Care@Work leverages www.care.com to help individuals find caregiving support for children, elders and pets, among other resources. Mercury team members now have access to this online community, which is typically a subscription-based service, at no cost to help support their unique care needs related to COVID-19. While available providers will vary by geography and circumstances, we are hopeful that this resource will be helpful now and into the future as we transition back to traditional working arrangements. [Click here](#) for more details about the program.

Embrace a Healthier Way of Life with the Aaptiv Fitness App

As part of Mercury's efforts to protect your physical and mental health, the company has paid for a one-year subscription for all team members to use Aaptiv, a popular digital health app that provides unlimited access to thousands of audio and video fitness classes, including strength, yoga, meditation, barre, running, walking, Pilates, spin and more. In connection with our recent employee engagement survey, a number of you expressed interest in accessing fitness technologies given the risks associated with traditional gyms in the current environment. By using the app, you can:

- Access at least 20 new classes each week in addition to the thousands already available
- Take 5-10 minute "office break" classes that focus on stretching, walking, meditation and core
- Use "Aaptiv Digital Coach" to create a personalized coaching plan that incorporates fitness, mindfulness and healthy habits, to help you maintain a healthy lifestyle
- Join a multi-week fitness program that is tailored to your fitness goals whether that's weight loss, training for a race, stress relief, flexibility, maternity fitness or more

[Check out this FAQ](#) for more information about Aaptiv, including how to sign up, as well as how to join a challenge, stream video workouts to your television at home, and transfer your existing Aaptiv account to a company account.

Ergonomic Self-Assessment for Team Members Working From Home

We have created an [ergonomic self-assessment guide](#) to help our team members working from home

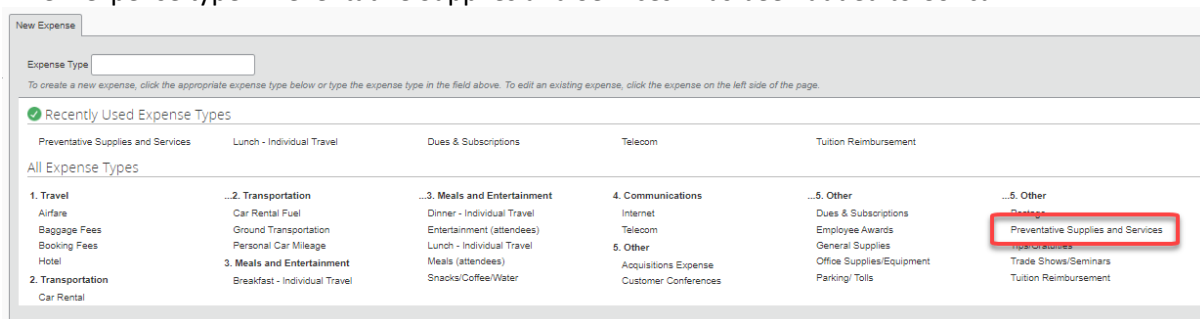
create a better work set up. IT has also created an account with our U.S. distributor, Connection, so that team members can order additional equipment for use at home and have it shipped directly to their home. See below for more information.

Connection – Employee IT Store

In partnership with Connection, to support our team members who are working from home, an employee IT store has been created and stocked with several pre-defined bundles of equipment. This equipment is intended to make you more comfortable and productive. When ordering, please be advised that many Distributors and Manufactures have extended lead times on products due to COVID-19. For example, the monitors and docks listed in the bundles currently have a **10-15 business day lead time**. Continue to place your orders but know that there will be a slight delay receiving these pieces of equipment. Bundles will also be sent to you in partial shipments to avoid delays in getting you equipment that is in stock. As a reminder, all equipment purchased is the property of Mercury and can remain at your home for your full tenure with the company. Upon termination/resignation or end of your contract, you will be asked to return the equipment to Mercury. [Click here](#) for more information and to set up your account.

I have incurred expenses for supplies or services to work from home or promote a safer working environment because of COVID-19. How do I get reimbursed for these purchases?

A new expense type “Preventative Supplies and Services” has been added to Concur.



This expense type should only be used for expenses you incurred personally for working from home or promoting a safer working environment at one of our facilities, in response to COVID-19 and as approved in advance by your manager. As discussed in the “IT-Related Topics” section of this document, any IT equipment purchased to work from home (monitors, docks, etc.) will be the property of the employee and is not eligible for reimbursement.

If I’ve been asked to work from home, what can I do to support our team members who are still working at a Mercury site?

At present, the best thing you can do to help your colleagues still working at a Mercury site is to continue to work from home, as that ensures the safety of all team leaders. Thank you for doing your part to keep yourself, your family and your team members safe.

What does Mercury’s remote work policy cover as it relates to the Coronavirus?

Mercury’s [remote work policy](#) is intended to support employees and their managers in meeting the needs of the business by affording employees the ability to perform certain work outside of a Mercury location if the nature of the work can be performed remotely without disruption and at a level acceptable to the employee’s manager. As it relates to the Coronavirus and the precautions Mercury is taking to keep team members and their families safe, team members who are asked to work from home

starting on Monday, March 16, cannot select their own work schedule while remote. Their schedule will remain the same unless otherwise agreed to by their manager. Some team members, who are considered essential to business operations during this time, will not be able to work remotely.

My team, which is now working from home, creates paper checks and other hard copy documents, many of which are proprietary or ITAR. Can you provide guidance on what we should do with these?

Team members who brought home company proprietary or EAR or ITAR-sensitive documents, or who print such documents out while at home, should either destroy the documents with their personal shredder or, if they do not have a shredder, collect them to bring for destruction at a Mercury site when they are back at their facility. A basic strip shredder is acceptable. These documents should not be thrown out without being destroyed. While at a team member's home, the documents should be stored in a manner where they are only accessible to the team member. Overall, team members should use restraint in printing company proprietary or EAR or ITAR-sensitive documents to only those necessary to work remotely.

What work-from-home resources are available?

All Mercury team members have access to the [Learning & Development portal](#), which offers "working remotely" resources including LinkedIn Learnings, *Harvard Business Review* articles, Mercury VPN access guidance and Skype for Business guides. Note: If you have not already activated your new LinkedIn Learning account, you must do so to access the LinkedIn Learning resource. Please reach out to [Mercury's Employee Resource Center \(MERC\)/MAE](#) with any questions.

Will each facility remain open and follow normal operations in the event anyone needs to come into the office?

Yes. All our facilities will remain open. If there are business needs that require team members to return to their facility these requests will be handled on a case-by-case basis. Team members should not make their own decisions on whether to come into their facility, as that will need to be approved by their manager.

What should I do if I have an IT-related issue while working remotely?

Please reach out to the IT Helpdesk. Once a ticket is logged, an IT technician will reach out to the team member to gather more information and conduct troubleshooting. If the team member feels that the issue is not getting the attention it needs, or resolution time is longer than expected, they should ask for escalation within IT and the issue will be given more attention as needed.

Are direct labor and factory workers being asked to work from home?

No. Any team members working in manufacturing or testing our products are being asked to continue their work on-site as usual. This also includes team members in Program Management or Engineering that cannot easily do their work from home. Operations and manufacturing are the lifeblood of our business, which we need to keep up and running to protect the livelihood of all team members. By asking team members in other functions to work from home, we are hoping to improve safety and protection for those colleagues who will continue to work on-site. The fewer people in each facility, the less the chance of an infection.

If I feel I can't work well remotely, can I choose to come into the office to work?

As of Monday, March 16, if you are required to work from home, you may not return to the office unless there is a valid reason that you cannot work from home. These requests will be handled on a case-by-case basis and should be coordinated with your manager.

If I've been asked to work from home but need to return to a Mercury location, what should I do?

In advance of an employee accessing a Mercury location while the employee is designated as working remotely, the employee must submit to the employee's manager a request to access the location, including the reason and related date and time. Such requests can include approvals for multiple visits. If approved by the employee's manager, the employee's manager must then notify the site leader for the location the employee is visiting as well as the employee's Human Resource Business Partner.

If I am currently working from home due to self-quarantine, is it acceptable to continue to work from home beyond what was initially planned?

Yes, unless it is determined that you are needed to work in a facility, in which case we will provide re-entry instructions to you.

Do you have any advice for us as leaders on how to manage teams that are spread remotely? Do you expect people to work 9-5 or will they have more flexible work hours?

Team members are expected to work from home with working hours similar to those when they work in their facility. However, this is an unprecedented situation and will change the dynamics of how people and groups work with each other. We are fortunate to have the technology we need to communicate with each other remotely. Check out helpful resources [here](#) on managing remote teams and developing good work-from-home practices.

If my child's school is closed as a result of the Coronavirus, will I be able to work from home or will I have to use time off to care for them?

We will work with you to determine how to handle your work hours based on your individual circumstances. Please reach out to your direct manager or Human Resources Business Partner if you have childcare responsibilities due to the Coronavirus. This will be handled under the sick policy (link above) as a Coronavirus-related situation.

IT-Related Topics

Be Alert for Phishing Attacks Directed at Mercury

Please be aware that there have been multiple unsuccessful phishing attacks targeting Mercury and our teams related to COVID-19. Continue to stay vigilant and exercise extreme caution when browsing the internet for new information and when opening email correspondences, and never click on links or open attachments from unexpected or unknown senders.

Some scammers are posing as national and global health authorities, including the World Health Organization (WHO) and the Centers for Disease Control and Prevention (CDC). They are sending phishing emails designed to trick recipients into downloading malware or providing personal identifying and financial information.

When opening emails, keep in mind:

- All external emails will be tagged with an [EXTERNAL] notification in the header and the red WARNING label. Most emails sent from Mercury are from internal sources (Service Desk, HR, IT Info, OneMercury) and do not show an email address, or have the external email notifications included.
- Look out for false domain names such as mrcy.dev – these have been registered without our knowledge.
- Take note that some emails have started adding Mimecast information at the bottom to make it look like it was sent by us. It is easy to find out some information about our company, and bad guys are taking advantage of this to try and trick us and make us less secure.

For more detailed information on this and related phishing attempts, please check out our internal [blog post](#).

Please continue to report phishing emails through the “Report Phishing Email” button in Outlook, send an email to the [IT Security Awareness mailbox](#), reach out to your FSO, or reach out to someone on the IT Security team.

What can I do to alleviate strain on Mercury’s internet bandwidth?

Internet bandwidth through the Mercury network is a shared and limited resource. With such an increase of work from home employees, please adhere to the following requests from IT:

- Do not stream any music
- Do not stream any News media
- Do not perform any unnecessary downloads

Additional tips on using VPN: Hop off VPN when you don’t need to be behind the firewall. Periodically pull down emails and files and save them on your desktop at the end of the day. Use supplier/customer Zoom and Skype platforms instead of our own, when you able to.

What should I do if I’ve refrained from the above and am still having bandwidth issues?

If you are working from home and need to increase the internet bandwidth from your provider to effectively complete your work, Mercury will cover the cost of that bandwidth increase. Please notify

your direct supervisor of this need in advance and they can provide guidance on how to expense this cost. Note: This offer to pay for increased internet bandwidth is only applicable while Mercury's Work From Home Program is in effect.

How do I get IT support while at home?

For hardware issues (cell phone, laptop, etc.), or application support use the normal process. Email the below address or open a Service Desk ticket using the information below. If the problem cannot be solved remotely, IT will coordinate a time to speak and/or meet with the team member.

Email: ServiceDesk-Support@mrchy.com

Link: <https://servicedesk.mrchy.com>

Are the Coronavirus-related documents being circulated available for team members who do not have access to VPN or 1M intranet?

Yes, all these documents are available on our mrchy.com website for individuals who do not have access to VPN or the 1M intranet site at <https://www.mrchy.com/coronavirus-information>. The user ID is mercury; the password is CVupdate.

What should I do if I receive an Everbridge message related to Coronavirus precautions?

Mercury uses Everbridge as our company-wide emergency notification tool to ensure that team members stay informed and safe during emergency situations. It is extremely important that you acknowledge these messages when you receive them. Acknowledgment rates on recent "test" messages have been low so please make sure that you promptly respond via phone, email or text you receive an Everbridge message.

Travel Restrictions

[Click here to access our Travel Policy and FAQ.](#)

Event Restrictions

External Events

Mercury has canceled its participation in all trade shows, conferences and speaking engagements for through the end of June 2020. This includes:

- AUSA Global Force | Huntsville, AL | March 22-26
- AOC Dixie Crows | WR AFB, CA | March 26
- AOC Collaborative EW Symposium | Pt. Mugu, CA | March 31-April 02
- AAAA (Quad-A) | Nashville, TN | April 22-24
- AOC Crane: EW Capability Gaps | Crane, IN | May 12-14
- IEEE Int'l Microwave Symposium (IMS) | Los Angeles, CA | June 21-26

While this was a difficult decision, it was made with the health and well-being of all team members in mind. We are communicating with organizers of these events this week to inform them that we will not be participating. If you have any questions about Mercury's participation at an upcoming event, please reach out to [Ralph Guevarez](#), our Corporate Event Manager.

What about larger non-work-related events?

We are doing our very best to help protect the health, safety and livelihoods of our employees. Because of this, we ask that you weigh the importance of attending such events against the current health climate and recommended best practices. We are suggesting all team members limit (or restrict) attendance at larger, non-work-related events (50 people or more). If you feel you must attend, please take every precaution to keep yourself safe. **If you start to feel ill or if you find out you have been exposed**, please call your Human Resources Business Partner immediately and **do not** come to work. If you have been exposed to the Coronavirus, we also ask that you self-quarantine for a period of 14 days for your health and that of others. As a reminder, we have extended our [sick leave policy](#) to include an additional 80 hours of sick time for Coronavirus-related illness and/or quarantine. We do not want you to worry about time off if it will impact a sound health decision for all.

Internal Events

Mercury meetings should not include more than 10 in-person attendees.

As we continue to focus on the health and safety of all team members, we encourage large in-person meetings that include more than five attendees be held remotely using Skype.

Business updates

Is the planned U.S. shutdown week being canceled?

Yes, we've made the decision to cancel the U.S. shutdown for the week of June 28. This includes canceling the three mandatory vacation days (June 28-29, July 1) and the July 2 holiday. We will add an additional flex day for all U.S. employees that can be used anytime within the 2020 calendar year, and July 3 will remain a paid holiday so that team members can enjoy the long weekend. There will be no changes regarding the two additional flex days and they are available for use from August 1 onwards. If you have already made plans for that week, please discuss this with your Manager.

What is the company's financial situation as it relates to the Coronavirus?

Despite stock volatility, Mercury continues to be well-positioned. We have no debt and strong revolving credit, as well as an incredible amount of liquidity for a company of our size. Our revenue and profitability is also really strong. As it relates to the Coronavirus, we're ahead of many companies and have the ability to mitigate any disruptions that may occur.

Should I be worried about the stock price?

The most important thing to know is that Mercury is extremely well-positioned from a financial point of view. Our business is performing well, the outlook for the business is very strong, as is our balance sheet, and we have support from our long-term shareholders. Overall, the stock market is experiencing a period of unprecedented volatility and, as a result, our stock price is being impacted. However, nothing has changed from a fundamental point of view and it is important that we all remain focused on continuing to deliver to our customers and shareholders.

Will we have layoffs or a hiring freeze related to the Coronavirus?

No, there are no plans for layoffs or a hiring freeze. Our business has grown significantly over the last few years and remains poised for continued growth. In fact, we have been and continue to be actively hiring. Financially, the business is very well-positioned and our focus continues to be on delivering to our customers. Other companies in industries that are directly impacted by the Coronavirus, such as air travel, cruise lines and hospitality/hotels, are facing serious evaluations regarding whether they have ample financial capacity to withstand a potential downturn. Mercury is not in that situation. We are well-capitalized and continue to make sure our employees remain productive and have the tools to work at our facilities or from home to continue to deliver to our customers.

We increased hourly overtime through the end of FY20.

To support our team members who are still working in Mercury sites, we increased hourly paid employee overtime rates from time and a half to double time, for the entirety of Q4.

Mercury is extending its CareerArc outplacement service to include employees' family members.

Mercury understands that during this difficult time team members may have family members who are unexpectedly out of work. With this in mind, we are extending our CareerArc outplacement service, which provides resume and job searching support, to employees' family members. [Click here](#) to access more information about this resource. If you are interested in taking advantage of CareerArc, please submit a ticket through the [Mercury Employee Resource Center](#) that includes the following information: Your family member's full legal name, email address, mailing address and phone number. Don't hesitate to reach out to your [Human Resources Business Partner](#) if you have any questions.

Kazoo points were increased for all team members in early April.

Over the last few months Mercury team members have been using Kazoo more than ever to recognize and thank each other. This exemplifies our commitment to teamwork, as well as our culture and values, and is one of the many qualities that makes Mercury such a great place to work. With this in mind, we've decided to increase the number of Kazoo points team members can award to each other. Employees will receive 5,000 points (up from 2,500), Managers will receive 12,000 points (up from 6,000) and Executive Board members and leaders on the COVID-19 task force will receive 50,000 points (up from 15,000). You will see these point increases in your account in early April. Thank you for continuing to support your colleagues during these challenging times.

Thank a Healthcare Worker Initiative

Thank you to everyone who has utilized our Thank a Health Worker fund to recognize a healthcare worker who is working on the front lines during the COVID-19 pandemic. To date, Mercury has donated more than 1,700 gift cards through this effort. While we are no longer accepting donations to the fund, you can still redeem a \$50 gift card under the rewards section of Kazoo by utilizing your own redemption points. [Click here](#) for more information, including how to download a special certificate to include with your gift card.

Our Uber Eats Program was extended through the end of June

Beginning on Monday, April 6, all hourly team members who are required to perform work at a Mercury location were eligible for a monthly \$150 credit that can be used to order meals from local restaurants and have them delivered to their homes through Uber Eats. This was a small token of our appreciation for our team members who are going above and beyond during these challenging times. This program commenced at the end of June.

Are we still moving forward with hiring plans/open positions or are we placing this on hold until we know how this unfolds?

At this time, we are moving forward with our hiring efforts for certain open positions. We are asking all leaders to review their open requisitions and prioritize them. Mercury is deemed as an essential business so we will continue to hire for highest priority needs and then onboard virtually. The entire hiring process has not gone virtual for now and our talent team will continue to network, and tell our Mercury's story so that our company stays in a good position from a staffing standpoint.

What's our communication strategy for production folks that don't necessarily monitor digital communications closely?

We are using the Everbridge emergency system as our main source of communication with all team members. These communications go to multiple sources including work phones, email and home phones. Even if a team member does not have a smartphone they will still receive communications. The second primary form of communication for production teams is through our various site leads. We have a designated site lead at every location and they work with our operations teams to make certain that all leads are engaged and communicating regularly with their team members. Finally, we've created a webpage that contains all communications, videos and forms that does not require employees to be on the VPN and can be accessed online, on any device. [Click here](#) to access the site (ID: mercury; password: CVupdate).

Has there been any impact to customer satisfaction or this quarter's revenue due to current facility closures? And are there plans for a more extended closure?

Impacts right now in Q3 have been minimal but we are communicating with customers in real-time as things happen. As we look to Q4, we'll continue to assess the situation based on what's happening with state and local governments, as well as what is being mandated federally. For now, it's a very fluid situation and our customers are in the same situation as we are, so we're talking to them regularly. Going forward, we'll continue to do everything we can to develop upon our customer and shareholder commitments.

Disclosures of Material, Non-Public Information and Restrictions on Trading in Mercury's Stock
Employees need to be especially vigilant to prevent the unauthorized sharing of information about our operations and financial condition outside of the Company during the current pandemic.

The U.S. Securities and Exchange Commission (SEC) recently reminded market participants of the critical importance of maintaining control over the dissemination of material, non-public information, adhering to the restrictions imposed by federal securities laws on selective disclosures of material information, and assuring compliance with policies and procedures designed to prevent insider trading. The SEC stressed in particular that, as companies and markets cope with the outbreak of COVID-19, employees are likely to learn new material, non-public information that may hold an even greater value than under normal circumstances.

We are managing information flows in a world where many employees are working from home. Events are unfolding rapidly, the significance of information is difficult to assess in real-time, and numerous market participants are understandably hungry for information in the current environment. In such a stressed setting, the SEC's statement provides a timely reminder that companies should periodically remind remotely working employees of the critical importance of controlling flows of information.

In the complex, rapidly changing and stressful environment in which we are now all operating, and with so many people working in unaccustomed settings, there is a heightened risk that even well-managed companies like Mercury may experience lapses in the enforcement of well-established policies and procedures. With this in mind, we are reminding all employees that it is our policy that information should come from our publicly-filed SEC reports, press releases, and external website or from a designated Mercury spokesperson, rather than from speculation or unauthorized disclosures. For this reason, all such disclosures should be made in accordance with Mercury's existing public disclosure review and approval processes.

We also have strict policies relating to safeguarding the confidentiality of our internal, proprietary information. These policies include procedures regarding identifying, marking and safeguarding confidential information and employee confidentiality agreements. You should comply with these policies at all times.

Are there restrictions on our employees' ability to use material, non-public information to trade in Mercury common stock? When is Mercury's stock trading blackout in effect?

Federal securities laws prohibit the executive officers, directors and employees of a public company from trading in the securities of that company on the basis of material, non-public information. For many years, the SEC and the U.S. attorneys have vigorously pursued violations of insider trading laws. In light of the severity of the possible sanctions both to our employees and to Mercury itself, we have an insider trading policy designed to prevent such violations. If an executive officer, director or employee has material, non-public information relating to Mercury, it is our policy that neither that person nor any related person may buy or sell securities of Mercury or engage in any other action to take advantage of, or pass on to others, that information. Transactions that may be necessary or justifiable for independent

reasons (such as the need to raise money for an emergency expenditure) are no exception. Even the appearance of an improper transaction must be avoided to preserve our reputation for adhering to the highest standards of conduct.

Information about Mercury is “material” if it could reasonably be expected to affect the investment or voting decisions of a stockholder or investor, or if the disclosure of the information could reasonably be expected to significantly alter the total mix of information in the marketplace about Mercury. In short, any information which could reasonably be expected to affect the price of the stock. Common examples of information that will frequently be regarded as material are financial performance information and significant changes in financial performance; future (near-term) growth projections; strategic plans; news of a pending or proposed merger, acquisition, joint venture, or tender offer; news of a significant sale of assets or the disposition of a subsidiary; changes in dividend policies, the declaration of a stock split, or the offering of additional securities; changes in management; significant changes in products or product lines; the gain or loss of a substantial program, customer or supplier; and supplier or inventory issues. Either positive or negative information may be material. The significance of information is difficult to assess in real-time, especially in the current market environment, and so it is critical that information about Mercury’s operations only be shared after going through our existing public disclosure review and approval processes.

It is also our policy that all executives, directors and employees may not buy or sell securities of Mercury during a “blackout period” which runs from two weeks prior to the end of a quarter until 48 hours after the distribution of the Company’s earnings release. We may also create special blackout periods if warranted by circumstances beyond our normal release of financial information. During the COVID-19 pandemic, as we make daily, if not hourly, decisions regarding operations in this environment, we may need to implement a special blackout period in a situation, for example, such as the closure of an operating facility for two weeks if that information has not been publicly announced.