

Stanley Black & Decker is continuing our commitment to keep employees and their families safe as we closely monitor the dynamic coronavirus situation. In these ambiguous times, we want to assure you all that we are continuously assessing and reassessing risk and implementing thoughtful mitigation plans to protect our people first and foremost while also delivering our business commitments.

We thank you for the agility, team collaboration and commitment to health and safety guidelines you have already displayed. For our preventative measures to be successful we need to work together – and, as we welcome you to Stanley Black & Decker, we again say thank you for your willingness to embrace our ideas and act as members of our global team.

As you may have heard, we use Workplace by Facebook to collaborate and communicate with our employees around the world. We're looking forward to your access to that platform in the coming weeks. In the meantime, we wanted to share information posted this week related to the following enhanced guidelines and practices for employees:

LIMITING PERSONAL CONTACT & MAINTAINING SOCIAL DISTANCE

- If you are feeling sick or exhibiting virus symptoms, you should stay home rather than come to work. Employees with symptoms of acute respiratory illness must seek medical attention and cannot return to their work location until free of fever and any other symptoms for at least 24 hours.
- You should minimize exposure to others until risk levels decrease – avoiding social practices such as shaking hands, hugging or other greetings that involve touching – as well as maintaining an expanded personal space (5-6 feet).
- Facility leaders should ensure appropriate placement of hand washing and sanitation dispensers and employees should be vigilant with personal hygiene. Also avoid congregating closely in meeting rooms, lunchrooms and other public spaces.

WORKING REMOTELY & MEETING VIRTUALLY

- Now is the time to flex our existing flexible work arrangement guidelines as much as possible, where possible. This is crucial/required for employees who have been exposed to another person who has been diagnosed, is exhibiting virus symptoms or has traveled to a location with elevated virus levels.
- Large-group meetings should be replaced with virtual, technology-enabled sessions. More broadly and wherever possible, meetings should be conducted virtually to limit physical interaction.
- Customer-facing events like trade shows must be approved by an Executive Committee member (for CAM, that is John Wyatt). Both the participation and number of attendees will be thoughtfully considered and limited.
- Employees are encouraged to utilize collaboration tools like Workplace and Zoom to stay connected with colleagues and conduct meetings. Work Chat can be used for video calls and messaging and Zoom is a robust tool for conducting both small and large meetings. [Learn more here.](#)

HOSTING VISITORS OR MEETING WITH CUSTOMERS

- All visitors to any Stanley Black & Decker location must complete a visitor assessment form – which will be available from site leadership, EH&S, Security or HR, depending on location – that contains simple questions regarding recent travel or other risk considerations. Access to

locations may be denied based on elevated risk of transmission at the discretion of EH&S, HR or Security.

- External partners, vendors and suppliers (ranging from colleagues at consulting firms to cleaning crews and delivery services) are considered visitors and must comply with our assessment protocols, which could mean completing the visitor assessment form multiple times.
- Stanley Black & Decker employees must comply with the visitor protocols established by other organizations they visit or interact with in the course of business and customer support.

BUSINESS & PERSONAL TRAVEL CONSIDERATIONS

- Non-essential business travel restrictions currently in place will continue until further notice. This includes air and rail travel within the U.S., as well as inner-country travel outside the U.S. Essential (business-critical) travel must be approved by an Executive Committee member (for CAM, that is John Wyatt).
- Wherever possible, we ask you to avoid cross-border business travel – including all modes of transportation: by air, train, car, etc.
- With personal travel, we recommend seeking guidance from local health organizations on travel restrictions before traveling and consider deferring or postponing trips to regions significantly impacted by the virus – including the use of airports and other mass transit hubs where avoidable.
- If you travel by air or rail, we request that you speak with HR and your manager before returning to work. You may be asked to work from home (when possible) for 14 days following your return.

We continue to monitor the virus and engage in dialogues with government and non-governmental entities to ensure the safety and health of our employees and their families. You can expect timely updates as more information becomes available.

REFERENCE SITES:

[World Health Organization](#)
[Centers for Disease Control](#)