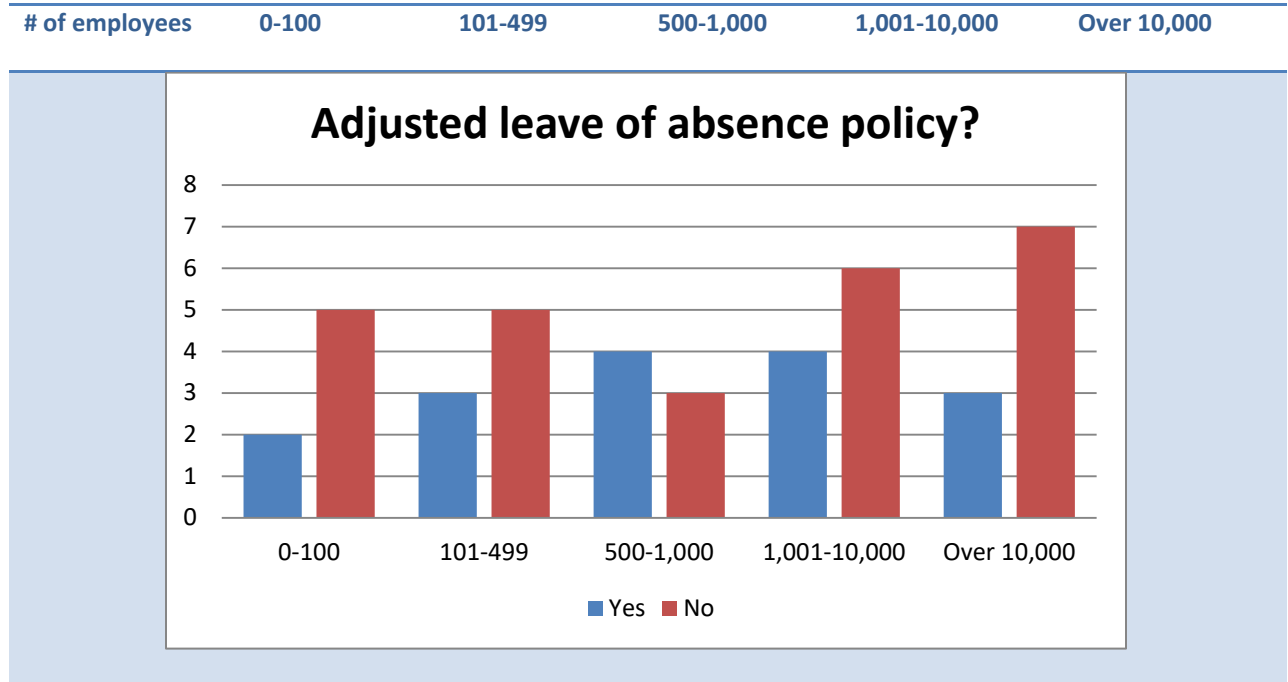
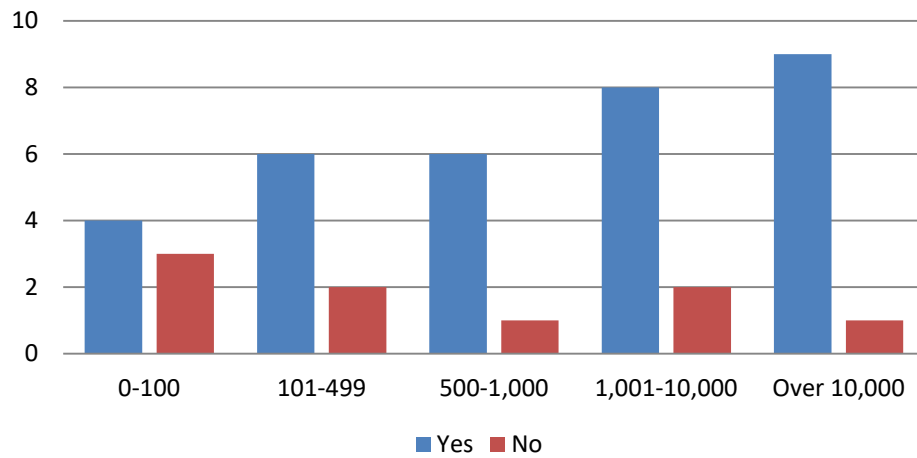


COVID-19 Benchmarking Survey Results



Adjusted leave of absence? If yes...	0-100	101-499	500-1,000	1,001-10,000	Over 10,000
	Quarantine time is over and beyond	Flexibility re absences and tardiness	Allowing negative PTO	Allowing admin leave and set up leave bank	Allowing greater discretion, but no additional days for paid leave
	All telework	Mandatory telework	Allow telework	Added paid sick days for virus	Telework; all gatherings cancelled
		40 hour PTO cap is lifted	Suspended attendance policy for hourly employees; hourly use sick/vacation and excess in unpaid	Liberal leave	Separate PTO; paid 14 days for virus
				Added new leave category due to virus; no cap at this time but requires preapproval	Considering an increase in borrowed PTO beyond current 40

Adjusted telework policy?



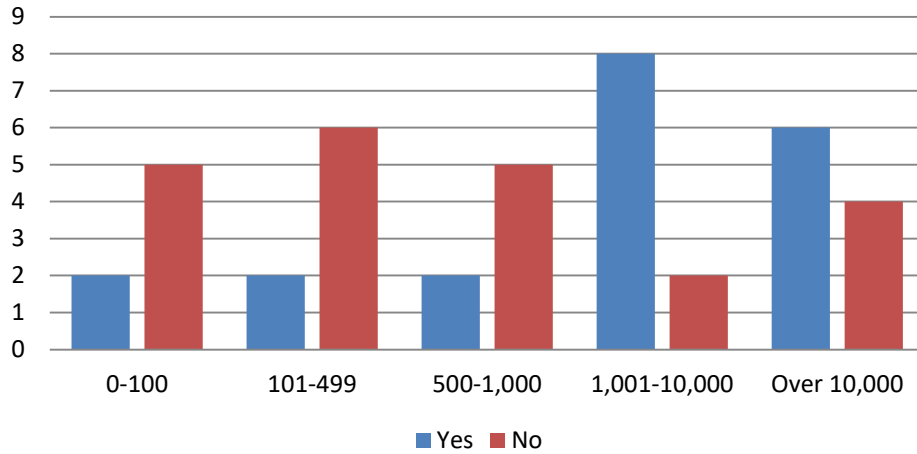
Adjusted telework policy? If yes...

Established situational telework policy	Allowance for telework	Allow flexibility for contingency operations	Encouraging telework	Telework
Increased telework	Added flexibility for childcare and school closings	Additional conditions for telework	Liberal policy	Site by site and country by contract decisions for telework
Allow flexibility	Mandatory telework	Work from home on case-by-case	Required telework	Telework with manager approval
			Remote work with supervisor approval	Mandatory telework (some with specific time period, i.e., 30 days)

Employees hardest to telework?

Administrative	Call center	Classified sites	Classified sites	Manufacturing, production
Q&A, production, Shipping	Mechanics	Manufacturing	Production, manufacturing	Assistance center
At Govt site	Production	Lower-skilled hourly workers, production	Collective bargaining	Classified
	Administrative		Call center	Administration
	At customer site		Non-exempt and int'l who cannot work from home	Non-exempt staff

Increase cybersecurity?



Increase cybersecurity? If yes...

Issued "hotspots" to keep off home networks

Encouraging VPN

Already in place – company is 100% cloud based

Currently preparing for NIST audit

Connected through VPN

Communications with employees re phishing and other cyber threats

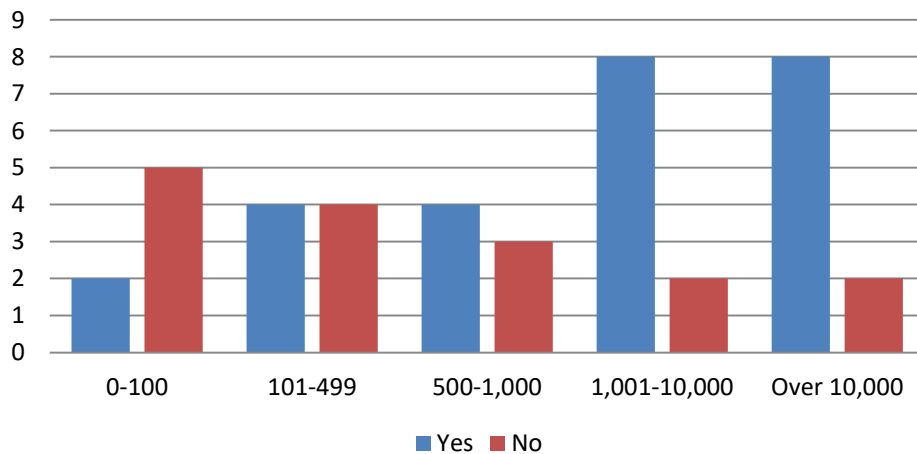
More updates to firewalls

Reminders of phishing and scamming

Issues VPNs

Reinforcement of company guidelines

Safeguard privacy of information?



Safeguard privacy of info? If yes...

Reminding managers of

Systems already in place

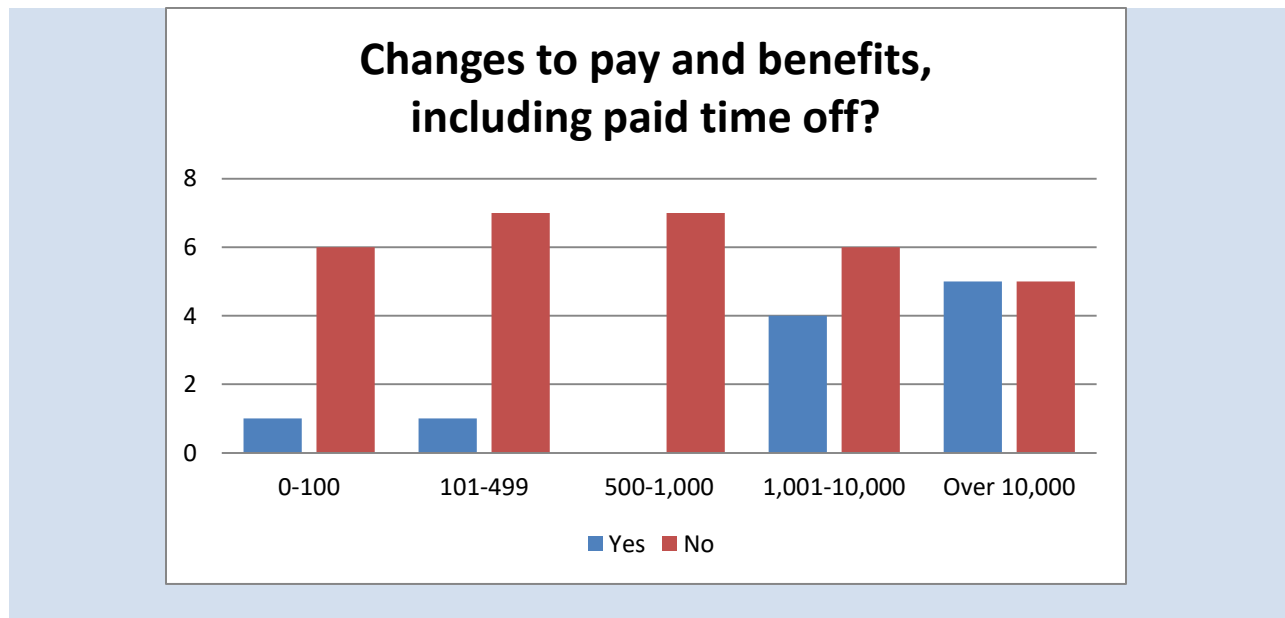
Policy of encryption

Secure VPN

Current policies

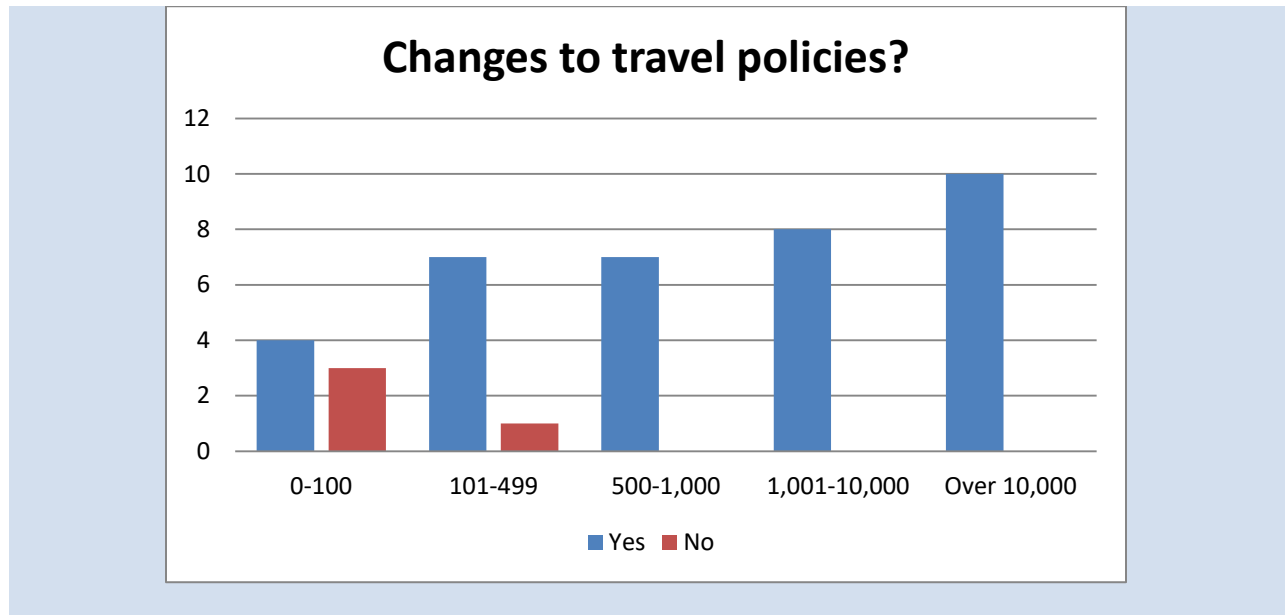
Establish rules for privacy

	HIPAA	Standard practices	in place	Already in place
Steps taken related to timekeeping?	No changes	No changes	Heightened interaction for remote workers	No changes
	Electronic web-based	Still a challenge	Emphasized policies	Communication that remote is treated like normal work day
	Emphasized rules for TKing		Suspension of hourly attendance policy	Set up paid leave category
				Provide guidance on time charging
				Limiting # of people with access to info
				Segregate COVID-19 specific costs
				No changes
				Emphasize policies
				Looking at changes allowing time off now and make it up in future pay periods



Changes to pay and benefits, including paid time off? If yes...	Added extra 2 days of PTO	Increased # of hours advance leave	Live checks being mailed	PTO used for child/dependents not PTO
			Added paid sick days for virus	Set up specific charge for leave related to virus
			PTO waived for 14-day quarantine	14 days of paid leave for virus
Plans for govt	Submit claims	Nothing yet/ nothing	Telework	Work with
				Existing protocols for govt

closure?	No plans – new to govt contracting	formalized Telework	Layoffs Will comply with govt directives	customers Telework or use of PTO or make-up time	shutdown Telework
	Contract by contract decision	Reassigning employees	Still formulating plans	Have existing govt shutdown policy that can be invoked	Little impact to company Still evaluating
	Follow govt guidance / notify our customers				
Plans for delay in contract award?	Submit claims	None /TBD /unsure	None /unsure	Access to line of credit	None/ TBD
	Not a consideration /most of work is non-govt	Revise forecasting	Claims under force majeure More bus dev	None/ unsure	In discussion with govt re delays Reassign staff
Plans for performance delays?	Submit claims	Use remedies available	Delays not expected	Access to line of credit	Using contractual clauses
	None	Work with customers	Tracking costs in segregated accounts	Communicate with customers	Assessing on case by case basis
	Evaluate on case by case basis	None/ TBD Reassigning employees	Work with customers/ govt Exercise claims	Claims – force majeure Evaluating on a case by case basis None/no specific plans	In discussion with govt re performance delays TBD
Communications protocols with govt?	None Email	None Email, virtual town halls	PMs and contracts personnel in regular contact	Company-wide emails and phone trees Dedicated website on intranet Established task force None/unsure	Creating template responses to anticipated questions Communications with clients Working with COs
[note – some read question to mean communications with employees, not govt]		Continued contact with employees	Sr mgmt. team meeting daily and pushing out info AlertMedia in place for employees Designated points of contact to the		



Changes to travel policies? If yes...

Suspended non-essential travel

No non-essential travel

Restricted all domestic and intl travel

Only essential client travel

No intl travel

No domestic or intl guests on site

Domestic only with approval

Following CDC and DOD guidelines

No flight travel; no non-essential travel via car; limitations on visitors

No travel to Europe

No international travel and non-essential domestic travel

No business travel

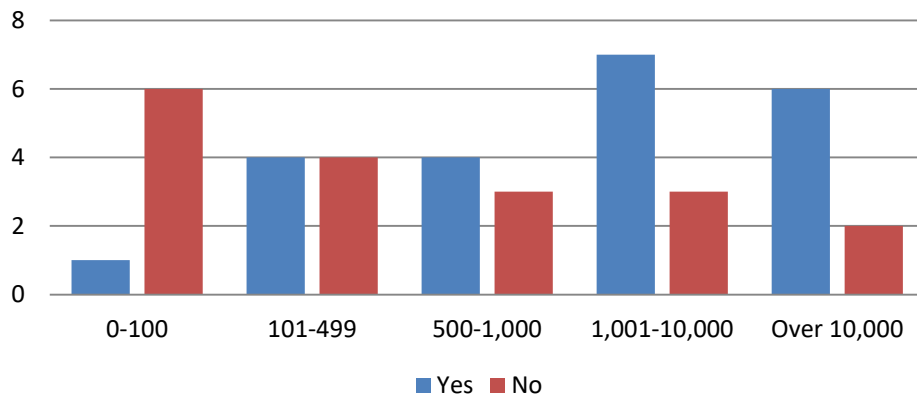
No travel through certain countries

Only critical travel with approval

Restricting intl travel; essential domestic travel only

Essential travel only with approval; mandatory quarantine

Additional steps to secure supply chain?



Additional steps to secure supply chain? If yes...

Contacting critical suppliers and evaluating risk of non-performance

Still working on plan

Risk mgmt. is taking care of this

Put supplier on notice, assessing projects

Steering committee meets daily to assess

Sourcing from alternative suppliers

In contact with key suppliers, ready to take action as needed

Constant communication with suppliers

R&A, legal and other depts focusing on this

Reviewing agreements to identify potential shortages

Initial evaluation underway / evaluation already underway

Requested info from suppliers on their virus preparedness

Working with suppliers on revised delivery schedules

Communications with employees, especially those without corporate emails?

Cell phone and personal emails

All employees have company email

Multi-channel comms, including email, slack, telephone

Social media, mass text

Text messages, mass notification system

All employees have company email

Email, virtual meetings

Personal emails, AlertMedia

Using all methods, including work and personal email, cell phone, physical mailings

Posting notices and mailing info

All employees have email access

Use of corporate website or call corporate hotline

Intranet communication site

Emails; stand-up meetings