



II-VI Incorporated  
375 Saxonburg Boulevard  
Saxonburg, PA 16056

March 21, 2020

Dear Customers and Partners,

At II-VI we recognize that the situation we face today with COVID-19 is beyond anything any one of us has ever seen. Therefore, I would like to sincerely wish you, your families, and loved ones a safe and healthy passage through these trying times.

In this period of uncertainty, our first priority at II-VI is the health and safety of our employees. II-VI has over 21,000 employees in 18 countries. About half of our employees are located in six facilities across China. As a result, we began to take action early on and activated our business continuity plan, formed a centralized Emergency Management Team (EMT), and began to implement a series of policies and procedures. The EMT closely monitored and rapidly adapted to the changing local, regional, and national regulations. Thanks to our China team's tireless efforts, our operations in China are back on track.

We are now in the process of applying the best practices and lessons learned in China to our other global locations. Our policies and procedures are designed with the goal of eliminating employee exposure to infection, maintaining our high business continuity and productivity, and continuing to deliver excellent customer support. These policies and procedures include:

- Worldwide Travel Restriction Policy – with restrictions on all air and international travel
- On-Site Contagion Control Policy – with telecommuting and on-site screening and social distancing
- Facilities Access Procedure – with enhanced visitor and employee access screening
- Infection Prevention Measures – with an emphasis on individual and group hygiene
- Work Area Disinfecting Procedure – with specific step-by-step instructions

Although we believe that the steps that we have taken are prudent, we know that we must stay vigilant, continue to work hard and be ready for the unexpected. Accordingly, we are also in constant contact with our key suppliers to ensure that we have the earliest visibility into potential supply chain issues. This includes daily monitoring of deliveries, inventory levels, and supply chain operational challenges. We are also evaluating and, as needed, changing our practices, policies and procedures on a daily basis to ensure that our people, assets and business are safe, sound and as operational as possible given the evolving conditions in each area where we operate.

We are confident that our business continuity planning efforts are working and we remain ready, willing and fully able serve your current and future needs. Should you have any questions about our business continuity plans or suggestions for improving our service, please do not hesitate to contact your sales representative. They are backed by a strong team that is committed to delivering the products and support that you count on.

I would also like to inform you about a set of values we recently adopted: **ICARE – Integrity, Collaboration, Accountability, Respect, and Enthusiasm**. These are important values to hold during easy times. But in trying times like this, they really come to life. Therefore, as we work to fulfill our purpose to make the world safer, healthier, closer, and more efficient, we are already looking beyond the current challenges with enthusiasm—to the opportunity to grow together with you.

Sincerely,  
Chuck Mattera  
Chief Executive Officer