

To: All Acushnet Worldwide Associates

Monday, March 9, 2020

As the COVID 19 virus (Coronavirus) continues to spread throughout the world, we would like to update you with the current guidelines for Acushnet.

This situation continues to evolve quickly, so we will be updating you regularly as more information becomes available.

Given the desire to communicate consistently to the company, below are a few updated key pieces of information clarifying what the company is doing and what we are asking from our associates:

Travel & Meetings

- International travel has been stopped.
- Essential domestic travel with approval from a CMC member may continue. Locations with extreme situations (even domestically) should be avoided.
- External conferences should be avoided.
- Reduce in person meetings by leveraging technology whenever possible
- The approach for Field Sales has been provided from Sales Leadership

What to do if you have recently traveled

If you have recently traveled internationally then you will be required to practice a 14 day self quarantine. During this time, you will be required to work from home. If you have recently traveled and have questions about the impact of where you have been, or your ability to work from home, please connect with your manager or HR.

What to do if you think you've been exposed or are feeling sick

If you believe you have been exposed to or have had recent connection with people who have been exposed, please connect with your manager and HR/Medical. You will likely be asked to practice a 14 day self quarantine out of precaution and be asked to work from home.

If you are feeling sick, please inform your manager and stay home.

External Partners/Visitors/Candidate Interviews/Site Tours at an Acushnet Site

If you are planning to meet with a non Acushnet person (vendor, external partner, etc.) either on site or at their offices, please carefully consider if the meeting is essential, or if it can be done virtually. Health and safety should be the priority when considering every interaction. Whenever possible, these meetings should be replaced with virtual meetings/phone calls/technology enabled video meetings.

If it is essential to have a meeting with an external group or bring someone to an Acushnet site, please use the attached visitor guide protocol to review the previous travel destinations of the external participants. Please work with medical or HR to review any situations requiring discussion.

How to Prevent the Spread

It is important to recognize that although the virus appears to spread quickly from person to person contact, you can minimize your risk of getting COVID 19 by avoiding

contact with surfaces that may have been contaminated with the virus, thoroughly washing your hands, avoiding shaking hands and touching your face. Attached is a document which shares more specifics about how to prevent the spread of the virus.

If you manage others, we are counting on you to help reinforce these important guidelines. If you have any questions or concerns, please connect with your manager, HR, or the safety and medical group. These situations are complex and ask that you speak with these groups with questions. Keep in mind that health and medical information is private and confidential.

Thank you for everything you are doing to keep Acushnet associates safe.

Brendan
Chief People Officer