



FROM THE PRESIDENT,
TECHNICAL SOLUTIONS
ANDY GREEN



March 25, 2020

Dear Technical Solutions colleagues:

At HII, we define integrity as doing the right thing at all times—even when no one is looking.

This applies *wherever* we work, whether it's in an office, in a manufacturing plant, in a SCIF, at a Department of Energy site, in a shipyard or on a ship. And yes, it even applies when we work from home during this COVID-19 pandemic.

These are challenging times, but we continue to execute at a very high level because we have a culture grounded in our Company Values: Integrity, Safety, Honesty, Engagement, Responsibility and Performance.

During this period of disruption, we have to be vigilant for the potential for misconduct—inadvertent or deliberate—and remember that we are all accountable to the highest standards of ethics and integrity. Here are two areas where every one of us can double and triple our efforts:

- **Health and Safety:** If you are still working on site—in the presence of other employees and/or customers—please stay home if you have *any* symptoms of being sick. Do not, under any circumstances, risk the health and safety of others—even with social distancing. If you are telecommuting, take all necessary precautions to protect you and your family: Follow government directions about remaining home and going out only when absolutely necessary, maintain appropriate social distancing, and wash your hands frequently.
- **Time-Charging:** If you are telecommuting, you may be balancing work with other commitments (family needs, home schooling, etc.). While there is flexibility in how you manage your time, there is none in how we charge it. We all have an obligation to record our time accurately every single day.

If you have any questions about these issues or others related to business conduct, please contact your supervisor or human resources representative. You can also refer to [HII's Code of Ethics and Business Conduct](#) or HII's [Corporate Compliance](#) page.

If you have other questions related to the pandemic or HII's response, please send an email to crisismanagement@hii-tds.com. I will address selected questions in future video messages.

Thank you for your continued commitment to performing with integrity, especially in these difficult times.

Andy